

**Faculty and Staff Use of the  
Monroe County School District's Computer Network  
"Computer and Internet Acceptable Use Policy"  
Current School Year**

**INTRODUCTION**

Monroe County School District (MCS D) faculty and staff **will be required each year** to sign a **Computer/Internet Acceptable Use Policy** (AUP) before using and/or accessing the school district's network. This policy covers the proper/acceptable use of school district computers and Internet use at all school sites in the district. Returning faculty and staff will have **two weeks** after the new school year begins to submit their AUP online. If an AUP is not submitted by faculty members by the end of two week period, the user's account will be disabled! New faculty and staff must submit their online AUP **before** receiving an account with the school district.

As mentioned above, the district's AUP sign-up form is **online**. MCS D faculty & staff will "*electronically sign*" their AUP in order to receive a new username and password or to maintain a prior year's username and password for logging in to school computers and the Internet. This online form can be accessed on the district's main website located at [www.mcsd.us](http://www.mcsd.us) by clicking on the **Staff Info** link located on the home page, and then click on the **Internet Acceptable Use Policy** link located in the center of that page. Please read, sign and submit this form to the district's network director. After this form is submitted, faculty and staff will be notified by **email** when the new account is ready for use.

The district's email system (*Novell GroupWise*), provides electronic communication for all faculty and staff. MCS D's email domain is "[@mcsd.us](mailto:@mcsd.us)" and users email addresses are the first and last name of the employee and will be identical to the computer/Internet login account. Example:

Computer/Internet login account – *johndoe*

Email account – [johndoe@mcsd.us](mailto:johndoe@mcsd.us)

Returning faculty and staff currently have an email account from the prior school year. New faculty and staff members will receive their email account after completing the online AUP.

**COMPLETE AUP ON THE NEXT SIX PAGES!**

A **complete** paper copy of the district AUP for faculty and staff is found on the next six pages. Please be familiar with the student section also. Grades 5-12 students will apply for a user account, but grades K-4 will not (*please refer to the student handbook*).

# ***Monroe County School District Acceptable Use Policy***

**(For Computer, Network, & Internet Use)**

***(Please read this document carefully before requesting a user account!)***

Internet access is available to the students and faculty of the Monroe County School District. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. We are very pleased to bring this access to the Monroe County Schools and we believe the Internet offers vast, diverse, and unique resources to both the students and teachers. The MCSD wide-area network allows access to the Internet at Hamilton, Hatley and Smithville schools, the Monroe County Advanced Learning Center, and the Monroe County Vocational Center.

Through the MCSD network, our faculty will have access to electronic mail communication with people all over the world. Web sites across the globe will provide students with experiences and information they will never have in the traditional classroom. The MCSD network will provide teachers and students with a new "learning tool" that will help prepare them for the 21st Century. **The Monroe County School District is CIPA (Child Internet Protection Act) compliant.**

With access to computers and people all over the world, also comes the availability of material that may not be considered of educational value in the context of the school setting. Monroe County School District has taken available precautions to restrict access to controversial web content. The MCSD uses an Internet "filtering, blocking and monitoring" solution to restrict access to inappropriate and non-educational sites. School staff will supervise students during the student's "online" experiences. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The Monroe County School District firmly believes that the valuable information and the interaction available to students on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this school district. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, efficient, ethical and legal utilization of the network resources is required. **If a MCSD user (*student or faculty*) violates any of these provisions, his or her user account will be terminated and future access may be denied.** Disciplinary action at the school level will result. This Acceptable Use Policy for the MCSD network will remain electronically filed on a district office file server. This document will be available for review by all parents, guardians, school employees, and other interested parties.

***Note: The Monroe County School District network became fully operational in October of 1997!***

## **AUP Terms and Conditions (*All users*)**

### ***A. Privilege***

The use of the MCSD network is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and may close an account at any time. The administration, faculty, and staff of the school site may request the system administrator to deny, revoke, or suspend specific user accounts. This Internet privilege applies to students and faculty and staff of the Monroe County School District.

### ***B. Acceptable Use***

The purpose of the Internet is to support research and education in and among academic institutions in the U. S. by providing access to unique resources and the opportunity for collaborative work. The use of a student or faculty account must be in support of education and research and be consistent with the educational objectives of the Monroe County School District. Use of the Internet resources may not be in violation of any U. S., state, or local regulations. MCSD prohibits the use of the Internet as to the following: for the UPLOADING, DOWNLOADING, OR DISTRIBUTING OF PORNOGRAPHIC, OBSCENE, SEXUALLY EXPLICIT, OR THREATENING MATERIAL. INTERNET RESOURCES MAY NOT BE USED TO INFRINGE ON COPYRIGHTS, OR TO PLAGIARIZE MATERIALS.

### ***C. Netiquette***

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write nor send abusive messages to others. Use appropriate language. Do not swear nor use vulgarities or any other inappropriate language. Do not distribute pornographic, obscene, or sexually explicit materials.
- Do not reveal your personal address or phone number or the address or phone number of other students or colleagues.
- Note that e-mail is not guaranteed to be private. System administrators do have access to all mail. Messages relating to or supporting of illegal activities may be reported to the authorities. This also includes accessing data/information on any school computer hard drive.
- Do not use the network in such a way that you would disrupt the use of the network by other users (example: sending mass e-mail messages).
- All communications and information accessible via the network should be assumed to be private property.

### ***D. Security***

Security on any computer network system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the MCSD network, you must notify the system administrator. Do not demonstrate the problem to other users.

## AUP Terms and Conditions cont.....

### E. *Specifics*

- Network users will not respond to unsolicited online contact. Users will not use another individual's account. Users are not to give their password to any other individual. Any violation of this will result in both the parties losing their accounts.
- Any attempts to log in to the district network as the system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the MCSD network. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy computer equipment, data of another user, etc. This includes, but is not limited to the uploading or creation of computer viruses.
- All network users MUST NOT PARTICIPATE IN CHAT ROOMS or use *INSTANT MESSENGERS (excluding the MCSD "internal" instant messenger system)*.
- Any network user who maliciously uses the MCSD network to develop programs that harass other users or infiltrate a computer or computer system and/or alter, edit, delete, or modify the software components of a computer shall permanently lose his or her account privilege.
- Network users may not use the MCSD network for commercial profit purposes, for private business, for product advertisement, or for political lobbying. These activities are strictly prohibited.
- Users will be filtered/blocked from the following categories of URLs: adult, chat rooms, web-based e-mail, gambling, personal web space hosts, dating and potentially offensive, etc.

### F. **STUDENT USERS PLEASE READ THE FOLLOWING INFORMATION CAREFULLY!** **(Shown here for faculty and staff information and understanding)**

- Students must not install ANY software on ANY school computer, even at a teacher's request without permission from the school principal or technology coordinator.
- Students must not download ANY files of ANY kind from the Internet (including music files, game software, etc.) even at a teacher's request.
- Students MAY NOT use web-based e-mail while at school unless it is a part of a computer course.
- Students must not allow ANY other student or teacher to use his or her LOGIN NAME for ANY reason.
- Students must not use "chat rooms" or "social" web sites on the Internet.
- **Students MUST NOT bring laptops or any other type of computer or wireless device from home and attempt connect to the MCSD network.**
- Students must not use "instant messengers"; examples include AOL Instant Messenger, MSN Instant Messenger, etc.
- Students must not make any changes to a computer's settings or change nor delete any files or directories on any school computers.
- Students MUST not link to any pornographic web site or any other unacceptable site that does not belong in an educational environment.
- Students caught visiting these types of sites will immediately lose all rights in using any school networked computer!

## **AUP Terms and Conditions cont.....**

- Students must not use USB flash drives, thumb drives, or any such device in a school computer system. This is strictly prohibited due to potential malicious software risks!
- Students are not allowed to download any files. Students are not allowed to load ANY software on the school's computers. Games or other programs are not to be brought from home; this is a software copyright violation and will not be tolerated by the MCSD.
- Although it may be possible for students to purchase goods and services via the Internet, this activity is strictly prohibited by the MCSD.
- Students will not be allowed to subscribe to list servers or news groups unless specific permission is given by the parent or guardian in writing, and only with permission from the teacher and school principal.
- The school district reserves the right to make any necessary changes in the Acceptable Use Policy that it sees fit during the school year. Students are responsible for reviewing this policy and knowing its contents. Updates will be available on the district's website.

### **G. FACULTY USERS PLEASE READ THE FOLLOWING INFORMATION CAREFULLY!**

- Faculty must not use e-mail during class instruction time, unless it is a part of the instruction or necessary communication with administration.
- Faculty must not install any school purchased software without a legal software license. Furthermore, faculty members **MUST NOT** bring software from home and install on any school computer. Due to the serious nature of computer viruses on the network, faculty and staff members will inform the School Network Administrator before loading any software on a school computer.
- Faculty members must not allow ANY student to use their LOGIN NAME or email account for ANY reason.
- Students in grades 5 - 12 will be given an opportunity to apply for a network account for computer use in their school. For students in grades K - 4, teachers will develop a classroom policy for using computers in their classroom. A parental permission form **MUST** be sent home by each teacher explaining how teachers plan to use the computer and Internet in their classroom. Teachers in these grades will give **CLOSE** supervision to students who are given permission by their parents to use the Internet. K - 4 teachers **MUST** obtain parental signatures on these forms before allowing students to use the computers or the Internet in their classrooms! Teachers should not allow ANY student to "surf the Net" without a valid reason!
- Faculty must not download files from the Internet during the school hours of 8:30 to 2:30. Network traffic is at its highest during these hours.
- Faculty members must not use "chat rooms" on the Internet, unless they are through an educational web site. Use **ONLY** the district provided internal instant messenger system for communication and not other IM packages.
- Leave the web browser's opening URL set to the Monroe County School District's web site. District information important to faculty and staff will be delivered through this web site: [www.mcsd.us](http://www.mcsd.us).

## AUP Terms and Conditions cont.....

- Contact district technical support through the online tech support form ([www.mcscd.us/helpdesk](http://www.mcscd.us/helpdesk)) if you are having any workstation and/or networking problems.
- Faculty members must not ask students to INSTALL software or DOWNLOAD files to their computer(s).
- Faculty will make an effort to receive any computer and Internet training that is needed to fully utilize this technology "teaching tool" in their classroom.
- Teachers will develop a plan for computer usage when they have a substitute teacher in their room and MUST realize that substitutes should not be given their username and password.
- Faculty must make every effort to take care of the computer(s) in their classroom or lab, which includes regular cleaning and dusting in and around the computer. This also includes running anti-spyware software and other maintenance software on a regular basis to keep the computer system running efficiently.
- The MCSD computer hard drives and file server hard drives are the property of MCSD. The data on any drive can be accessed by the district administrator at any time, especially if illegal or pornographic material is believed present.
- Faculty and staff MAY NOT install wireless access points and/or wireless routers without the knowledge of the district network director. The district will **configure, secure and manage** such devices on the network.
- Faculty and staff **personal computers or portable (laptop) computers** WILL NOT be allowed on the district's network due to security reasons. DO NOT attempt to connect personal computers to the network by wired cable or wireless access!

### H. ***TEACHER DESIGNED CLASSROOM WEBSITES (Do's and Don'ts):***

- Faculty members are encouraged to develop and post classroom websites. MCSD will provide web hosting services for any faculty member who applies for a web site and follows the district's policy. Teachers can find the classroom web site form by linking to the [MCSD PDF Forms](#) section (under Technology) on the main district web site.
- Faculty members posting web pages for their classroom/school, must not display a student's pictures or name on their web pages without a signed parent permission form (available in the handbook).
- This includes any student pictures in any format on school web pages and the full name of a student is also not to be used on web pages. Only the FIRST name of a student can be posted together with the student's picture (CIPA).

## **AUP Terms and Conditions cont.....**

### **I. OTHER**

Other unacceptable uses of the MCSD network may be discovered and additional policy statements added to these terms and conditions. **The Monroe County School District reserves the right to modify, and/or change any conditions it deems necessary for the safe and efficient use of the district's network.** Any Monroe County School District student or faculty member may apply for an Internet User account with the Attendance Center they are attending. To do so, the student or faculty member must complete the "online" application form found on the district's web site.

### **J. REASONS FOR THE DISTRICT'S POLICY**

*The Monroe County School District has established this school board approved Acceptable Use Policy for our school network. It is the student and faculty member's responsibility to read and become familiar with this entire policy. This policy provides rules and regulations to govern the proper use of the school networked computers and the Internet. Without these regulations, the district would not be providing needed information to students, faculty and staff as to the wise use of our computer networks. Students and faculty must fully understand and abide by this Acceptable Use Policy in order for this program to continue to be available for our schools. Network users must understand that when a school connects all of its computers together on a network, new problems can arise, such as computer viruses, software piracy, computer hackers (users trying to break into databases that are private, etc.) For these reasons and many others, the Monroe County School District has implemented this policy. FAILURE TO COMPLY WITH ANY OF THE STATEMENTS ABOVE WILL RESULT IN THE DISABLING OF YOUR NETWORK ACCOUNT UNTIL YOU MEET WITH YOUR PRINCIPAL*

***This document is legal and binding!***

***To access the MCSD Online Acceptable Use Policy***

***(1) Go to <http://www.mcsd.us>.***

***(2) Click on the Internet Acceptable Use Policy link.***

***(3) Carefully read, electronically sign, and submit the AUP for your new account.***