



Computer, Network, and Email Responsible Use Policy for Students and Employees

Bristol Tennessee City Schools (BTCS) may provide students and employees with access to the Internet, school network, and other electronic resources to meet their school-related needs. Employees will work with students to help them develop the critical thinking skills necessary to discern information resources. Students will learn to identify information appropriate for their ages and developmental levels, evaluate and use information to meet educational goals that are consistent with the district's student learning outcomes, and develop safe practices when using the Internet and other online activities. These activities include interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness. BTCS will post links to online Internet safety resources for community members, parents, and students; offer staff development sessions about online safety; and integrate online safety practices to educate students.

All Internet/computer access provided by BTCS is filtered for inappropriate content and is subject to monitoring and review. Access to the Internet, system email accounts, and/or system devices is a privilege, not a right, and such access may be revoked for inappropriate or unauthorized use as determined by district officials. Students may have access to the Internet ONLY with a staff member's permission and ONLY for school-related needs.

The school system retains full ownership and control of all electronic resources/devices, including email accounts and devices such as tablets, laptops, smartphones, or other pieces of hardware assigned to students and/or employees. ***Users should possess no expectation of privacy when using those electronic resources/devices.***

BTCS archives a copy of all email not deemed a danger to the network or inappropriate for users sent and received by the system for a maximum of two months. After the set retention time has elapsed, these archived copies of email communications may be automatically discarded, unless notified of pending/possible litigation or for other good cause. The Board of Education will review these guidelines annually during board work sessions.

Unless specifically authorized, BTCS prohibits the following activities and any others determined to be inappropriate uses of school system resources/devices:

- Revealing an account password to others, including family and other household members.
- Allowing another person to use an assigned account.
- Accessing obscene, lewd, pornographic, or non-age appropriate material.
- Transmitting material likely to be offensive or objectionable to recipients.
- Communicating through email for purposes unrelated to school.
- Participating in inappropriate and/or objectionable discussions, chats, forums, newsgroups, or the like.
- Drafting and/or transmitting hate mail, harassment, discriminatory remarks, or other antisocial communications.
- Plagiarizing any information whether or not it results in a copyright or trademark violation.
- Installing, distributing, reproducing, or using non-licensed software on BTCS devices.
- Obtaining or modifying files, passwords, or data belonging to others.
- Misrepresenting other users or other third parties on the BTCS network or on the Internet.
- Copying or modifying materials in violation of local, state, and/or federal laws.
- Developing or distributing programs that infiltrate systems, bypass content filters, and/or damage systems or software.
- Destroying or stealing district hardware or software.
- Facilitating any type of illegal activity.
- Using system resources/devices for commercial or for-profit purposes.
- Developing or distributing advertisements or political materials.

Employees understand that they are responsible for any breach of data security that occurs with any school system account assigned to them if they have knowingly shared the password and/or user identification information with another person.

In addition to suspending and/or terminating technology privileges, certain violations of the above could result in disciplinary action up to, and including, suspension, expulsion, or dismissal. Additionally, BTCS and its agents/employees reserve the right to pursue civil and/or criminal prosecution. Students and employees are responsible for contacting their teachers or supervisors immediately if they discover or are aware of inappropriate/unauthorized use.

Finally, an annual review of the network and data security protocols will be executed by the technology department and user passwords will be reset at a regular interval. A more extensive review by an outside source will take place every three years.

This policy is for the mutual protection of BTCS, its employees, and its students. BTCS respects certain rights to self-expression and concerted activity. This policy should not be interpreted or applied in a way that would interfere with the rights of employees to self-organize, form, join, or assist labor organizations or to engage in other concerted activities protected under the Professional Educators Collaborative Conferencing Act. Because the policy deals with BTCS resources/devices, however, BTCS retains full editorial control as to any access, use, publication, or other activity relating to students.



Staff and Faculty Application for Email & Network Access

My signature below signifies my understanding that Bristol Tennessee City School (BTCS) email accounts are provided as a privilege for educational purposes only. Such accounts are to be used solely in the support of education. Any misuse of the BTCS computer system will result in immediate cancellation of my account and access privileges. Malicious and/or illegal misuse of my account could result in legal prosecution. Since all files and mail messages are carried on a public network, I am aware they are subject to examination and review. Furthermore, I will not share the use of my account or password with anyone.

I have read the Computer, Network, and E-mail Responsible Use Policy for Students and Employees.

Signature

Date

PLEASE PRINT THE INFORMATION BELOW

Name: First _____ MI _____ Last _____

School Assignment _____

Job Title/Position _____

Temporary Password Technology4

You will be prompted to change your password when you login to a system computer the first time. Your password must contain at least six characters, not be similar to your logon name [lastname+firstinitial], not similar to your name, and contain at least 3 of the following character types:

- upper alpha
- lower alpha
- numeric
- special
- high (characters that are above other characters on the keyboard)

Please check position type:

Regular position Interim position through _____

Send this form to the Technology Center. A Copy will be returned to you at your building when complete.