

~~I. — Acceptable Use~~

~~Transylvania County Schools' networks are to be used in a responsible, efficient, ethical, and legal manner that supports the educational objectives and employee guidelines of the school district. Transmission of any material in violation of any federal or state regulation is prohibited.~~

~~— Unacceptable uses include, but are not limited to, the following:~~

- ~~▪ Violating copyright/trademark laws~~
- ~~▪ Creating and/or transmitting threatening or obscene material~~
- ~~▪ Forwarding confidential communications without the author's prior consent~~
- ~~▪ Distributing material protected by trade secret~~
- ~~▪ Utilizing the network for personal profit~~
- ~~▪ Promoting political and/or campaign information~~
- ~~▪ Using offensive or harassing statements or language, including profanity, vulgarity, and/or disparagement of others based on race, national origin, sex, sexual orientation, age, and/or disability~~
- ~~▪ Use of materials/e-mail espousing personal, political, or religious beliefs~~
- ~~▪ Sending or soliciting sexually oriented messages or images~~
- ~~▪ Sending/forwarding chain letters~~
- ~~▪ Soliciting money for any reason other than educational purposes~~
- ~~▪ Installing or downloading unauthorized files/software~~
- ~~▪ Accessing Transylvania County Schools network without appropriate authorization~~
- ~~▪ *Staff:* Changing settings on computers unless deemed appropriate by system operators~~
- ~~▪ *Student:* Changing settings on computers unless authorized by system operators~~
- ~~▪ Disrupting the network~~
- ~~▪ Damaging/altering school system hardware and/or network design~~
- ~~▪ Accessing chat rooms except those set up and/or approved by the school's administration~~
- ~~▪ Accessing programs not appropriate for educational use~~
- ~~▪ Unauthorized use of password-protected programs (e.g., SIMS, NC WISE, and other administrative software)~~

~~— Netiquette Rules~~

~~Users must abide by network etiquette rules. These rules include, but are not limited to, the following:~~

- ~~▪ Be polite. Rudeness is never acceptable.~~
- ~~▪ Do not provide any personal information (such as address/telephone number, social security number, or checking/savings account numbers).~~

- ~~Staff:~~ Follow chain of command procedures.
- ~~Staff e-mail:~~ Every use of an "All_Users" (mass e-mail) address list must be handled through the superintendent/designee.

~~Disciplinary Action~~

The following measures can be taken as a result of unacceptable use:

- ~~Disciplinary action as defined by Transylvania County Schools' Board Policy~~
- ~~Restitution of costs incurred through damage, including loss and/or repair~~
- ~~Limitation or cancellation of user privileges~~
- ~~Criminal prosecution~~
- ~~Staff:~~ Reprimand/Suspension/Dismissal
- ~~Student:~~ Disciplinary sanctions

~~II. Privileges~~

~~The use of the Transylvania County Schools' networks is a privilege, not a right. Inappropriate use will result in disciplinary action.~~

~~III. Security~~

~~Security on any computer system is a high priority, especially when that system includes many users. Attempts to log in to the system as any other user, share a password, or to allow a security breach may result in cancellation of user privileges. If a security problem is identified, notify the system administrator at the school. Do not demonstrate the problem to other users. Messages relating to or in support of illegal activities may be reported to the authorities.~~

~~IV. E-mail Accounts~~

~~Employees will be assigned individual e-mail accounts. E-mail accounts are to be used only by the owner unless written permission is obtained from the owner of the account. Impersonation and anonymity are not allowed. Electronic mail is not guaranteed to be private; system operators have access to all electronic mail. E-mail accounts, including free accounts and those provided by outside vendors (e.g., Hot Mail, Excite Mail, et al.) may be monitored if those accounts are accessed through the school network. Upon leaving the school system, the employee's account will be terminated.~~

~~V. Privacy~~

~~Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on district servers and hard drives of individual computers are not private. Confidential files (e.g., personnel files,~~

~~Exceptional Children's records, and other similar electronic data repositories) are to be accessed only by authorized personnel.~~

~~VI. Disclaimer~~

~~Transylvania County Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or sent via the network, including the sharing of personal information such as home address, checking account and credit card information.~~

~~APPROVED BY BOARD
AND EFFECTIVE 9/9/96
REVISED 11/1/99
REVISED 9/17/01
REVISED 10/17/05~~

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