

## APPENDIX B

### STANDARDS FOR ACCEPTABLE USE OF THE MCSD NETWORK, INTERNET, AND INTRANET AND THE MCSD ACCEPTABLE USE POLICY (AUP) FORM

#### Definitions

For purposes of this document, a user is anyone who is authorized to gain access to the Network, Internet, or Intranet by use of school district equipment or resources. Unauthorized use is prohibited.

The Network is the connection between the WAN (Wide Area Network), the LANs (Local Area Networks) and the computers at a school or building.

The Internet is a worldwide collection of computer networks that serves as a conduit for communication and the global exchange of information. The Internet is not a single network; rather, it consists of thousands of individual networks that allow information to pass among them.

The MCSD Intranet (EmployeeNet) is a local collection of computer networks that serves as a conduit for employee communication and the exchange of information within the school district.

#### Purpose

User access to the Network and Internet facilitates communications in support of education. Use by any student or staff member must be in support of and consistent with the objectives of the Muscogee County School District. Users have access to a variety of Network and Internet resources, including electronic mail, district websites, and the Intranet.

#### User Responsibilities

Users have an obligation to be responsible participants while exploring the vast resources that are available on the Network, Internet, and Intranet, and must adhere to the generally accepted rules of etiquette. Illegal activities of any kind are strictly forbidden. The standards include, but are not limited to, the following:

- **Educational Purposes.** Users will use the Internet (including email) for educational purposes only. Users will not access inappropriate sites on the Internet. Use of the Internet for commercial purposes is strictly prohibited.
- **Privacy/Safety.** Student users will not release personal information about themselves, their families, or others without explicit permission.
- **Passwords.** All users must exercise reasonable care to protect their passwords. Users may not use another person's password. Student users should not share passwords except with their parents, teachers, or administrators. Any other sharing of passwords is a violation of the AUP.

- **Security.** Security on the Internet is a high priority. Users are expected to access authorized files only. Student users should notify a teacher of any suspected security problems.
- **Etiquette.** Users should be polite. For example, users should never send, or encourage others to send, abusive messages.
- **Appropriate Language.** Users are representatives of the school district when using the Network, Internet, or Intranet. Users should never use or respond to inappropriate language.
- **Vandalism.** Vandalism on the Network, Internet, or Intranet is any malicious attempt to harm or destroy the data of another user. This includes, but is not limited to, the uploading or creation of computer viruses or modifying another person's files.
- **Electronic Mail.** Users will not send or display inappropriate messages or pictures. Electronic mail, sent or received, is not private and can be viewed by others. A student user may not open email from an unknown sender without permission from a teacher. Inappropriate messages include but are not limited to those containing inappropriate language, threats, information about illegal activities, or adult material.
- **Downloading From the Network, Internet, OR Intranet.** Users should take reasonable precautions when downloading files. A student user should not download any file without permission from a teacher.
- **Transmitting and Receiving Materials.** Transmitting or receiving any materials in violation of United States or Georgia laws is strictly prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or material protected by patent. (See attached copies of PL 104-104 and OCGA 16-90 etseq.)
- **Copyright.** Users are expected to follow copyright laws and "fair use" guidelines.
- **Unauthorized Purchases.** Unauthorized purchases through the Network, Internet, or Intranet are prohibited. Any charges incurred through such misuse will be the sole responsibility of the user.

### Sanctions for Misuse

The use of the Network, Internet, and Intranet is a privilege, not a right; inappropriate use may result in disciplinary action or cancellation of that privilege. Use of the Internet is contingent upon compliance with state and federal laws, district regulations, and the user responsibilities outlined in this document.

- Violations may result in a loss of some or all privileges.
- Specific disciplinary actions involving student misuse will be determined at the school level in accordance with Board of Education Policies and the Muscogee County School District Behavior Code.
- Employees of the School District who are in violation of this Acceptable Use Policy are subject to possible disciplinary sanctions in accordance with Board of Education Policies and Title 20 of the Official Code of Georgia Annotated.
- Anyone who defaces or injures property shall make restitution for damages.

### Acceptable Use Policy

Each student user of the Network or Internet must have a signed Acceptable Use Policy form on file in the specified location at the school or building.

**Local Modifications**

All locally developed modifications to this Acceptable Use Policy for the Network or Internet must be consistent with Board of Education Policies and the Muscogee County School District Behavior Code and Discipline Policy.

**Publication of School Websites**

See Appendix C.

**MUSCOGEE COUNTY SCHOOL DISTRICT**  
**Acceptable Use Policy (AUP) Agreement Form for**  
**Standards for Acceptable Use as Defined in MCSD Technology Plan, Appendix B**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_

For School Year: \_\_\_\_\_ Student # (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Consent for Students Under Age 18**

As the parent or guardian of this student, I have read Appendix B of the Board-approved MCSD Technology Plan (the MCSD Standards for Acceptable use of the Network and Internet), which is posted on the MCSD website at [http://www.mcsdga.net/inside/technology/techplan/techplan06\\_appb\\_aupform\\_rev\\_07\\_05.pdf](http://www.mcsdga.net/inside/technology/techplan/techplan06_appb_aupform_rev_07_05.pdf). I understand that access to the Network and Internet is designed for educational purposes and that my student's school and MCSD have taken precautions to control controversial material; however, I also recognize it is impossible to restrict access to all such materials, and I will not hold the school or MCSD responsible for materials acquired, viewed, or transmitted on the Network or Internet. Further, I accept full responsibility for supervision of my student's Internet access when s/he is not in a school setting. I understand that any violation may revoke his/her access privileges or invoke disciplinary action and/or appropriate legal action. I also agree to abide by any changes in the AUP as approved by the Board.

I grant permission for my student to use the Network and Internet, including Web 2.0.  
 Yes  No

I grant permission for my student to use an email account at school for instructional purposes only.  
 Yes  No

I grant permission for my student's information to be released to local news agencies for publication concerning school events.  
 Yes  No

I grant permission for publication of any work of my student.  
 Yes  No

As the parent or guardian of this student, I understand that any school and/or district Internet publication involving my student will be reviewed by the principal or designee to insure consistency with any Board policies.

I grant permission for my student's name to be published on the school and/or district website.  
 Yes  No

I grant permission for my student's photograph to be published on the school and/or district website.  
 Yes  No

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Agreement for Using the Internet:  
Students at Least 18 Years of Age  
or Adults (Non-Employees)  
Using School Equipment**

As a user of the Network or Internet, I hereby agree to comply with this AUP and any Board-approved changes for the MCSD Network or Internet. I will use the Network and Internet in a responsible fashion while honoring all rules, policies, and restrictions. I understand that any violation may revoke my access privileges or invoke disciplinary action and/or appropriate legal action.

Yes  No

I grant permission for publication of any of my work on the school and/or district website.  
 Yes  No

I grant permission for my name to be published on the school and/or district website.  
 Yes  No

I grant permission for my photograph published on the school and/or district website.  
 Yes  No

I grant permission for my information to be released to local news agencies for publication concerning school/district events.  
 Yes  No

I understand that any e-mail account that I use on school district property will be used for instructional purposes only.  
 Yes  No

\_\_\_\_\_  
Student/Adult Signature

\_\_\_\_\_  
Date