

## Unicoi County Schools Computer, Network, and Safety Procedure Agreement

Everyone within the Unicoi County School System who uses networked computing and communications facilities has the responsibility to use them in an ethical, professional, and legal manner, and to abide by the Unicoi County School System policies. Users should respect the privacy rights of others. The facilities and network access capabilities should never be used for purposes intended to incite crime. Communications which violate Tennessee, federal, or international law are not acceptable. These statements concerning responsibility are not meant to be exhaustive. Any questionable use should be considered "not acceptable". Serious or repeated instances of abuse will be referred to the proper authority for disciplinary or legal action. Any use of the resource deemed irresponsible or unethical by Unicoi County School System Leadership will result in the immediate denial of use of the resource. The violation will be referred to the proper authorities for disciplinary and/or legal action including, but not limited to, restitution, restrictions, reprimand, suspension, probation, expulsion, termination, and if necessary, legal action. Appeals will be handled through due process channels already established for students and/or staff.

**Computer Resources** - All users of any institutionally maintained electronic data, data files, software, and networks are expected to handle the resource in a responsible and ethical manner. A user's interest ceases when it invades the right of personal and/or institutional privacy; results in the destruction of personal and/or institutional property; demonstrates a potential for loss, embarrassment, litigation to the individual and/or institution; or causes a limited resource to be used in a wasteful or careless manner.

**Network Resources** - All information processed through Information Technology is considered sensitive and/or confidential. The responsibility for the release or discussion of data is assigned to the official custodian of the data file(s). Access to information is based on a legitimate "need to know basis" and directly related to assigned duties. Electronically maintained data, data files, software, and networks will be used for authorized purposes only. Users are responsible for the security of the resources. Usage of personal devices on school system networks is allowed but users do so at their own risk, and release the Unicoi County School System from all liability. All users shall maintain an appropriately complex password for all network / system passwords. The password shall be at least eight characters; those characters shall include at least one number and one character.

**Other Resources** - E-mail is provided with school accounts. No third party e-mail services shall be used. As part of the Unicoi County Schools e-mail archiving policy, all communication of e-mail and instant messaging shall be archived for thirty days on the server. All users that are issued other technologies such as pagers and cellular telephones shall allow any text messages to be inspected by request by their supervisor or administration.

The Unicoi County School System retains the right to inspect individual accounts of faculty, staff or students and files stored on any system owned, maintained and/or leased the Unicoi County School System. While no prior authorization by individual users is required to inspect those files and accounts, you are, by virtue of accepting the account offered by the Unicoi County School System and "logging" on to its computing equipment, granting to the Unicoi County School System prior unrestricted permission, subject to the Unicoi County School System policy, to review, examine and/or otherwise view, by any method at the sole discretion of the system and without any additional advance notice to said user, any account and/or file stored on the Unicoi County School System computer resources. Should such a review take place, you may be given notice, as a courtesy only, of the results of said review within a reasonable time after the review is completed.

**Name:** \_\_\_\_\_  
Please Print

**Guardian(Student):** \_\_\_\_\_  
Please Print

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_