Marietta City Schools Computers and Network Resources
Employee Acceptable Use Guidelines

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause an employee's access privileges to be revoked, School Board disciplinary action and/or appropriate legal action may be taken, up to and including employment termination.

Marietta City Schools (the “School System”) which is governed by the Board of Education of the City of Marietta (the “Board”) provides network and technology resources and Internet access as educational tools which facilitate communication, innovation, resource sharing and access to information. Said network and technology resources are provided for educational purposes that promote and are consistent with the educational mission, vision, instructional and educational goals, and objectives of the School System.

All School System employees (“users”) are responsible for appropriate behavior on school computer networks and the Internet just as they are in a classroom, a school hallway, or other school property. Communications on the School System network and technology resources and Internet are often public in nature. General school rules for behavior and communications apply. Access privileges to School System network services and the Internet is provided to users who agree to act in a considerate and responsible manner.

All users shall be required to acknowledge receipt and understanding of all administrative regulations including the Acceptable Use Guidelines and applicable Administrative Bulletins and Board policies governing use of the School System network and Internet and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with School System and Board policies. Violations of law may result in criminal prosecution as well as disciplinary action by the School System.

A. Electronic mail transmissions and other use of the digital system by School System employees shall not be considered confidential, except as provided by law. Users acknowledge and agree that the School System has the right to monitor all user communications on the School System’s digital network, even with remote equipment.

B. Use of School System computers, digital media, network resources, and e-mail for personal gain or personal business activities is strictly prohibited.

C. School System computer and network storage devices are to be treated as other school property. School System network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on School System servers will always be private.

D. Users may be bound by the State Open Records Act. Documents that are created to formalize knowledge or transact School System business may be considered public records open to the review and copying of the general public. This may include, but is not limited to, all work records on individual computers, and e-mail.

E. In the event of litigation, all users are hereby notified that federal and state civil rules of procedure may allow discovery of all computer hardware and software. This may include, but is not limited to, computers, laptops, home computers, printers, cell phones, and other electronic equipment that is used to conduct School System business. If a user’s equipment is subpoenaed or litigation is anticipated, contact the Human Resources Department for guidance on how to proceed.

COPYRIGHT PROTECTION

Third parties’ works may be protected by U.S. Copyright Law which provides for copyright protection for any work by an author, including student authors. Unauthorized use of copyrighted material is prohibited. All copyrighted material must be properly cited using standard citation information. Giving credit (Web address or active link) to a company or individual that has created text, a graphic, etc., for a school page may be necessary, assuming the site is not inappropriate or blocked by the web filtering hardware and software.

Before a teacher/staff member/user can publicly display or perform another’s material on a Teacher Classroom Web page or on the School System Web site, prior written approval must be secured from the owner, which may include a student. Users should check to be sure that a Permission to Display Student Work Form is on file, if not the user should secure Permission to Display Student Work Form from the student.

STUDENT PHOTO MEDIA/WEB site RELEASE FORM FOR STUDENTS WHO HAVE “OPTED OUT” OF DIRECTORY INFORMATION

Users must ensure that a Student Photo Media/Web site Release Form is on file for “opted out” students prior to posting any photographs, film, video, audio recordings and other depictions of students on the School System’s Web site(s) and/or school Web sites, or on the School System’s Web-based Teacher Classrooms (School Fusion Internet
platform), or in other official School System Publications. If a Student Photo Media/Web site Release Form is not on
file for such a student, the user should secure a Student Photo Release Form from the parent/student prior to posting
any photographs, film, video, audio recordings and other depictions of students on the School System’s Web site(s)
and/or school Web sites, or on the School System’s Web-based Teacher Classrooms (School Fusion Internet
platform), or in other official School System Publications.

At the beginning of each school year, the School System may request parents of such a student to complete and sign
a Student Photo Media/Web site Release Form, granting the school district permission to, among other things,
use or publicly display (“post”) a student’s photograph, video image, or audio clip on the School System’s Web site(s)
and/or school Web sites, or on the School System’s Web-based Teacher Classrooms (School Fusion Internet
platform), or in other official School System Publications.

Students with disabilities will not be associated with or identified by special education program or label.

It is important to note that, once a student’s photograph, video image, or audio clip is published on a Web site, it can
be downloaded by any computer user, on or off campus.

WEB-BASED TEACHER CLASSROOMS (SCHOOL FUSION INTERNET PLATFORM)

Users of the School System’s Web-based “Teacher Classrooms” (on the School Fusion Internet platform), computer
networks and the Internet are responsible for their behavior and communications over those networks, and are
expected to comply with all administrative regulations including the Acceptable Use Guidelines and applicable
Administrative Bulletins and Board policies governing use of the School System network and Internet.

The individual School System employee in whose name a Teacher Classroom system account is issued will be
responsible at all times for its proper use.

As outlined in the School System’s Internet Acceptable Use (IFBG) Policy, it is the policy of Marietta City Schools to:
(a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic
mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online
activity; and (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of
minors. Users are expected to comply with the School System’s Internet Acceptable Use (IFBG) Policy.

WEB-BASED TEACHER CLASSROOMS (SCHOOL FUSION INTERNET PLATFORM) - USE AND POSTING GUIDELINES

I. Prohibited Content/Items

- Personal communications or information about staff and/or parent volunteers; non-School System e-mail
  addresses, non-School System mailing addresses and non-School System phone numbers; School System
  mailing address, and non-School System phone numbers.
- Student personal contact information of any kind
- Links to staff, volunteers or student’s “personal” home pages hosted on remote, non-School System Web
  servers.
- Links to "non-official" Marietta City Schools’ related sites hosted on remote, non-School System Web servers.
  This prohibition includes online services that may inform parents and visitors of the School System’s Web site
  or classroom activities.

II. Compliance with Marietta City Schools Acceptable Use Guidelines

- All material posted to the School System’s Web-based “Teacher Classrooms” (on the School Fusion Internet
  platform) must adhere to all provisions set forth in the Acceptable Use Guidelines and applicable
  Administrative Bulletins and Board policies governing use of the School System network and Internet.

III. No information/materials may be posted on the School System’s Web-based “Teacher Classrooms” (on the School
Fusion Internet platform) that is:

- Damaging to another person’s reputation
- Abusive
- Obscene
- Sexual in nature
- Threatening or demeaning to another person’s gender or race
- Harassing
- Illegal

IV. Pages created/information posted on the School System’s Web-based “Teacher Classrooms” (on the School
Fusion Internet platform):
• MUST NOT contain plagiarized work created by another person without his/her consent
• MUST NOT contain personal information such as phone numbers, addresses, driver license or social security numbers, bank card or checking account information about any student or staff member
• MUST NOT provide any user account information or passwords. Under NO circumstances are students to be given an employee’s login information
• MUST NOT bypass or attempt to circumvent network security, virus protection, network filtering, or policies.
• MUST NOT send, download/upload, display or distribute offensive messages or images, including but not limited to, material that is obscene or sexual in nature, racist, threatening or demeaning to another person’s gender or race, portrays illegal use of weapons, drug use, and/or provides access to online gambling sites.
• MUST NOT send, download/upload, display or distribute information that advocates violence and/or destruction of property or other violations of legal statutes.
• MUST NOT promote or demean any religion or religious institution. The School System expects neutrality with respect to religious organizations.
• MUST NOT assist a public campaign for SPLOST or election of any person to any office (excluding school elections).
• MUST NOT hack or attempt to degrade or disrupt network services of equipment.

V. Educational Appropriate Postings

• Material posted to the School System’s Web-based “Teacher Classrooms” (on the School Fusion Internet platform) must be educationally sound and appropriate as determined by the school or district administrators.

VI. Consequences

• Employee violations are subject to sanctions, such as loss of access, reprimand, suspension, and loss of employment. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with School System and Board policies. Violations of law may result in criminal prosecution as well as disciplinary action by the School System.

I have read and understand the **Marietta City Schools Computers and Network Resources Employee Acceptable Use Guidelines**. I hereby accept full responsibility for my actions with technology resources.

Employee Name (“user”) (please print)  Employee Signature  Date