

ACCEPTABLE USE POLICY OF COLUMBUS MUNICIPAL SCHOOL DISTRICT NETWORK – ALL USERS

Access to the resources on Columbus Municipal School District (CMSD) Network, hereafter referred to as the “CMSD Network” or the “district network,” and the Internet is provided for educational purposes and research consistent with the Columbus Municipal School District’s educational mission and goals.

User Defined

A “user” shall be defined as, but not limited to:

1. An employee of the Columbus Municipal School District or contracted to work for/with/in the Columbus Municipal School District;
2. A student;
3. A parent;
4. A visitor on school district property;
5. A person—adult or youth—off campus, connected to the district network, either wired or wireless;
6. A person—adult or youth—not on school district property, using hardware or software belonging to the Columbus Municipal School District; or
7. A person—adult or youth—on district property connecting to the Internet by any other means.

Resources Defined

The “resources on the district network” shall be described in part, but not limited to:

1. CPUs, monitors, and all attached peripherals, such as keyboards and speakers;
2. Servers;
3. Routers;
4. Storage devices, such as flash drives, discs, and tapes;
5. Local area networks;
6. Telecommunications lines;
7. Telecommunication services;
8. Cables, switches, and hubs;
9. Wireless systems; and/or
10. All software purchased or acquired by, through, or as a result of a connection with the Columbus Municipal School District.

The Internet is a fluid, global environment in which information is constantly changing, thereby making it impossible to predict, with certainty, what information users might locate. Availability of information to users on the Internet does not imply endorsement by this school district. This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the user incurs. Use of any information obtained via the Internet is at the user’s own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services. The district network is a filtered network that seeks to limit the access of users to inappropriate content.

Use of the district network and the Internet is a privilege, not a right. Inappropriate use may result in cancellation of that privilege as well as appropriate personnel action in accordance with CMSD school board policy, which may include suspension or termination of employment, payment for damages, or other remedies applicable under school district policy and state or federal laws. At the discretion of the district, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution. The superintendent, or his/her designee(s) shall make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. Although the Columbus Municipal School District provides age appropriate education of minors regarding appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response, it is ultimately the parents’/guardians’ responsibility to insure appropriate behavior by their minor child. The Columbus Municipal School District is CIPA (Children’s Internet Protection Act) and COPPA (Children’s On-Line Privacy Protection Act) compliant.

Unacceptable Use and the Reporting of Unacceptable Use

All communications and information accessible via the district network and the Internet is not private property and, in fact, usage is monitored and logged from time to time. In addition, access to the Internet while on school district property or connected through equipment on school property by any device is governed by this policy. Users will immediately report to Columbus Municipal School District authorities any attempt by other district network users and any other persons while on District property to engage in inappropriate conversations or personal contact and accidental access of inappropriate information so that proper steps can be taken to filter such material.

Unacceptable Use Described

All persons are responsible for all of their actions and activities involving the district network and the Internet while on District property or connected to district resources or using district resources. Examples of prohibited conduct include, but are not limited to:

1. Accessing materials or communications that are:
 - A. Damaging to another’s reputation
 - B. Abusive
 - C. Obscene
 - D. Sexually oriented
 - E. Threatening
 - F. Harassing or contrary to the school/district policy on harassment
 - G. Illegal
 - H. Promoting Violence
 - I. Destructive to Persons or Property
 - J. Inappropriate to minors
2. Sending or posting materials or communications (to include e-mail, chat rooms, and other forms of direct electronic communications) that are:
 - A. Damaging to another’s reputation
 - B. Abusive
 - C. Obscene
 - D. Sexually oriented
 - E. Threatening
 - F. Harassing or contrary to the school/district policy on harassment
 - G. Illegal
 - H. Promoting Violence
 - I. Destructive to Persons or Property
 - J. Inappropriate to minors

3. Using the Internet for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S., State of Mississippi, and local regulations.
4. Using computer or Internet for gambling, gaming or accessing online casinos and gambling related websites.
5. Copying or downloading copyrighted material on any system connected to the school or district systems hardware/software without the owner's permission. Only the owners or individuals specifically authorized by the owner(s) may copy or download copyrighted material to the system.
6. Copying or downloading copyrighted material for the user's own use without the owner's permission. Users may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, school board policies, and administrative procedures.
7. Using the Internet for private financial or commercial gain.
8. Wastefully using resources including "spamming".
9. Utilizing any software having the purpose of damaging the school/district system or other user's system.
10. Downloading or installing software on the district network. The MIS department is responsible for determining if a product is compatible with the network and installing it after purchase.
11. Gaining unauthorized access to resources or entities.
12. Invading the privacy of individuals.
13. Using another user's password.
14. Posting material authorized or created by another person without his/her consent.
15. Posting anonymous messages
16. Using the Internet for commercial or private advertising.
17. Forging of electronic mail (email) messages.
18. Attempting to read, delete, copy, or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive mail.
19. Using the network while access privileges are suspended or revoked.
20. Using the network in a manner inconsistent with the directions from a supervisor and other staff and generally accepted network etiquette.
21. Revealing personal addresses, telephone numbers, or other confidential information of self, or other users, without that person's permission.
22. Revealing personal addresses, telephone numbers, e-mail addresses, social security number or other personal information about students. (COPPA)
23. Illegally installing copyrighted software for use on personal computers.
24. Not conforming to the "Acceptable Use" policies of other sources accessed beyond the district network.

Compensation

By using the district network user agrees to indemnify and hold harmless the school district from any claims, losses, cost, damages and liability incurred by district relating to, or arising out of, any user's violation of these procedures.

Security

Network security is a high priority. If a user identifies or perceives a security problem or a breach of these responsibilities on the Internet, the user must immediately notify his/her supervisor, designee or other identified staff. The user must not demonstrate the problem to other users.

Employee Usage

Employee usage of any kind is only permitted after the employee signs the Acceptable Use Policy agreement form ensuring that they will abide by the terms and conditions in this Acceptable Use Policy as stated.

Student Usage

Student usage of any kind is only permitted after the student signs the Acceptable Use Policy agreement form ensuring that he/she will abide by the terms and conditions in this Acceptable Use Policy as stated.

Visitor Usage

Visitor usage of any kind, including under an employee's user name, is only permitted after the visitor signs off indicating that he/she will abide by this policy.

Other Usage

District resource usage of any kind, including under an employee's user name, student's user name, or otherwise, is only permitted after the person or persons sign off indicating that he/she will abide by this policy.

My signature below means that I agree to abide by all district policies concerning the use of computers and computer-related technologies.

 Printed Name

 Signature

 Date