

Computer Acceptable Use

See BOE Policy - IJND - Computer Network Acceptable Use Policy

Kingsport City Schools provide employees and students with access to the district's electronic communication system, which includes Internet access. The purpose of the district system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities

Additionally, the system will be used to increase district intra-communication, enhance productivity, and assist district employees in upgrading their skills through greater exchange of information with their peers. The district system will also assist in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

The following restrictions are established to insure that all uses of the District system are acceptable:

1. **Personal Safety** (Restrictions are for students only)
 - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, work address, etc.
 - b. Users will not agree to meet with someone they have met online without their parent's approval and participation.
 - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. **Illegal Activities**
 - a. Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
 - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Users will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.
3. **System Security**
 - a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
 - b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go

looking for security problems because this may be construed as an illegal attempt to gain access.

- c. Users will avoid the inadvertent spread of computer viruses by following the district virus protection procedures if they download software.

4. **Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, the user must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. **Respecting Privacy**

- a. Users will not repost a message that was sent to them privately without permission of the person who sent the message.
- b. Users will not post private information about another person.

6. **Respecting Resource Limits**

- a. Users will use the system only for educational, professional, or career development activities (no time limit), and limited, high-quality, self-discovery activities. For students, the limit on self-discovery activities is no more than (five) 5 hours per week.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- c. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- d. Users will subscribe only to high quality discussion group mail-lists that are relevant to their education or professional/career development.
- e. Peer-to-peer communications are prohibited. This includes chat programs, Instant Messaging, and any service or system that promotes circumvention of copyright laws.

7. **Plagiarism and Copyright Infringement**

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. **Inappropriate Access to Material**

- a. Users will not use the district system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.
- b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

9. **Miscellaneous**

- a. Users may not use the district system for commercial purposes, defined as offering or providing goods or services, or purchasing goods or services for personal use. District acquisition policies will be followed for district purchase of goods or services through the district system.
- b. Users may not use the system for political lobbying, as defined by TCA 3-6-102. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.