

## **Garden County Schools Employee User Policy**

**Staff members at all Garden County Schools are responsible for using technology, the Internet, and the school network for educational activities and for instructing students in proper use. The staff members of Garden County Schools have certain responsibilities and privileges relating to the network and its capabilities.**

- All GC staff members are responsible to model good and acceptable network and Internet use. This includes observing applicable copyright laws and good 'Netiquette'.
- Teachers are responsible for instruction regarding proper use before any student is allowed on the network and gains access to the Internet. Internet use during student contact time should be related to class learning objectives.
- GC Teachers are expected to prepare lessons and lesson plans before having students use the Internet. This includes instruction in what is expected and appropriate. Most importantly, it requires prior research of the Internet sites that will be used as instructional resources.
- GC teachers may request access to student 'home' drives to allow them to view student work. Teachers should occasionally monitor their students' home drives for inappropriate materials.
- All staff members - Teachers, Paraprofessionals, Support Staff, and Administration - are responsible for monitoring student activity on the school network. If a student is on a computer or laptop in a classroom, lab, or any supervised setting, the staff member assigned to that group of students is responsible for the monitoring and oversight of the network and Internet activity. Students may not use computers and/or laptops without supervision.
- A staff member may request that a student lose network and/or Internet privileges for ignoring or failing to respond to requests.
- Computer labs are designed specifically for student use at Garden County Schools. The use of staff or administrative computers by students is strongly discouraged. Staff PC's and/or laptops should be locked when not in use.

### **Employee User Expectations:**

- Computers at Garden County Schools are to be used for authorized educational purposes and not for personal profit. This includes the use of the Internet and personal e-mail. Internet use, history, and e-mail may be checked and monitored by administration and/or service providers.
- Internet games are prohibited. Staff members should not download Internet games and should discourage any game playing by students unless the game is being used for educational purposes.
- Users are to log on with their own user name and passwords. These are to be kept private and not shared with other staff members or with students. Staff members are encouraged to change their passwords periodically.
- Teachers must accompany their students to the lab and remain with them for the duration of the lab visit or arrange for proper lab supervision prior to instructional time. Teachers should never leave students unattended in computer labs.
- Teachers should sign up for lab use prior to class time.
- Staff is not responsible for and should not attempt to install any unauthorized software or programs on the network computers.

### **Employee User Agreement:**

I have read and I understand the Garden County Schools Internet Use Policy and agree to abide by the stated expectations.

As a Garden County staff member, I understand that I have responsibilities to model proper Internet use and supervise student Internet use in all settings. I will instruct students on acceptable use of the Internet and proper network etiquette. I understand my responsibilities to design lessons or other student activities if I am using the Internet. I know that I am not to use the Internet for personal use during student contact time. I will attend staff training on computer and Internet use as needed.

I know that Garden County Schools and Educational Service Unit #13 can monitor my Internet use. I also understand that if I do anything illegal using the school network or Internet, my user account can be disabled and that the school may contact legal authorities.

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(Print your name here)

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(Signature Here)

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(Date)

***Employee signatures in the Teachers' and Staff Handbook indicate acceptance of and agreement to comply with the Garden County Schools Employee User Policy. Signed and dated copies are kept on file.***

***Garden County Schools Employee User Policy, Approved by Garden County School Board Members 200\_***