

**ACCEPTABLE COMPUTER AND ASSOCIATED NETWORK USE POLICY**

The purpose of the Red Clay Consolidated School District computer network is to promote the exchange of information to further education and research and is consistent with the mission of the Red Clay Consolidated School District.

Access to Red Clay Consolidated School District computers and the associated network (RCSchoolNET) is a privilege not a right. If a user violates any of the acceptable use provisions outlined in this document, future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and school policies is subject to loss of access privileges and any other Red Clay Consolidated School District disciplinary options.

**Acceptable Use for Students of the Red Clay Consolidated School District**

1. Use must be in support of education and research consistent with Red Clay Consolidated School District policies and curriculum standards.
2. RCSchoolNET is not for private or commercial business use, political, or religious purposes.
3. Any use of RCSchoolNET for illegal activity is prohibited.
4. Use of RCSchoolNET to access obscene or pornographic material is prohibited.
5. Sending material likely to be offensive or objectionable is prohibited.
6. Destruction or vandalism of technology equipment is prohibited.
7. Unauthorized installation of copyrighted software or files for use on district computers is prohibited.
8. No commercial/shareware/freeware software of any kind shall be installed or downloaded to any Red Clay Consolidated School District computer unless first approved by the District Manager of Technology.
9. Email cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
10. Email cannot be used for political or religious purposes.
11. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district computers will be private.

**My Responsibilities and Acknowledgements as an RCSchoolNET User**

1. I will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
2. I will adhere to all copyright laws.
3. I will protect all district technology equipment from potentially damaging substances such as food, drink, gum, and chalk.
4. I will not share my account with anyone or leave the account open or unattended.
5. I will keep all accounts and passwords confidential and not accessible to others.
6. I will change passwords regularly using combinations of letters and numbers avoiding standard English words and names.
7. I am responsible for making back-up copies of documents critical to me.
8. I will take precautions to prevent viruses on all district computer equipment.
9. I understand that email communications are not considered private communications and can be

reviewed by the district to ensure that email is being used in accordance with the requirements of this policy.

Interpretation, application, and modification of this Acceptable Use Policy are within the sole discretion of Red Clay Consolidated School District. Any questions or issues regarding this policy should be directed to Red Clay Consolidated School District Administration. All appropriate Red Clay Consolidated School District Policies are applicable to technology equipment and use. If a parent/guardian elects to prohibit access to the Internet by his/her student(s), the parent/guardian must notify the Department of Information Technology in writing.