

Acceptable Use of Electronic Media for Parents in Community Education Programs

School _____ (Please Print)	Office Use Only
Computer User's Name _____ (Please Print)	Date
Computer User's Signature _____ (Signature)	Computer Location
Mailing Address _____ _____ _____	Completed by?
Home Phone _____	Cell Phone _____

The Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Board and for the purpose of Academic Knowledge and Skills (AKS) instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all Gwinnett County Public Schools technology users share the Gwinnett County Public Schools technology resources in an effective, efficient, ethical and lawful manner. Gwinnett County Public Schools technology should be used for legitimate, educational reasons only and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (email). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the Gwinnett County Public Schools. Users of such systems should have no expectation of privacy. At NO TIME should a computer user consider Gwinnett County Public Schools e-mail private or confidential in any way.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Gwinnett County Public Schools personnel will make every reasonable effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users must understand that neither the Gwinnett County Public Schools nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Gwinnett

County Public Schools DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

Login information, usernames, and passwords are confidential. YOU are responsible for keeping logins secure. At no time should someone log in with your user name or password, and you should not use another person's information. Computer users should never log into a teacher or staff member's computer; this must be done by the teacher or staff member.

ACCESS IS A PRIVILEGE - NOT A RIGHT! Inappropriate use will result in a cancellation of these privileges by Gwinnett County Public Schools. Local schools may establish additional regulatory guidelines for electronic resources use that include, but are not limited to, guidelines established by this system-wide procedure.

The definition of Gwinnett County Public Schools information and data resources will include any computer, server or network, or access provided or supported by Gwinnett County Public Schools, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on Gwinnett County Public Schools computing systems, data/programs stored and/or delivered through magnetic tape, floppy disk, CD-ROM's, DVD-ROM's computer peripherals, or other storage media, that is owned and maintained by the Gwinnett County Public Schools. The "user" of the system is the individual using Gwinnett County Public Schools technology. Gwinnett County Public Schools technology and electronic resources must not be used to:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Harm other people. • Steal real or intellectual property. • Gain unauthorized access to other people's files or programs. | <ul style="list-style-type: none"> • Steal or damage data and/or computers and network equipment. • Expose GCPS students to inappropriate materials using GCPS technology. • Gain unauthorized access to on-line resources by using another person's password. |
|---|---|

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such use can also lead to loss of access to Gwinnett County Public Schools technology resources and further actions as defined by existing Gwinnett County Public Schools policies and public law.