

Marshall County Schools Computer Guidelines

The Technology Department, in accordance with board policy has outlined the following guidelines. In order to keep the data network running securely and in optimal condition, all computer users must adhere to the following guidelines. Failure to follow all or part of these guidelines, or any action that may expose Marshall County Schools to risks of unauthorized access to data, disclosure of information, legal liability, or potential system failure is prohibited and may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, suspension, termination of employment and/or criminal prosecution.

1. Employee Compliance

a) All employees must comply with the Marshall County Board of Education procedures, Marshall County Schools Web Publishing Guidelines , and the Marshall County Schools Computer Guidelines.

2. Student Compliance

- a) All students must comply with the Marshall County Board of Education policies, the Acceptable Use Agreement, Media Release and Internet Safety Guidelines, and the Marshall County Schools Computer Guidelines.
- b) Students who wish to have their photographs, names, or work posted on the Marshall County School's website or other publications and media must first receive consent by obtaining a parent or legal guardian signature on the Acceptable Use, Media Release, and Internet Safety Guidelines

3. Network Security

- a) Only users with valid Marshall County School network accounts are authorized to use the Marshall County School's network and computer equipment. Employees and students must only use their assigned network account. You are prohibited from giving anyone your network password or network account information other than to authorized Technology Department personnel.
- b) Do not allow anyone to use a computer while you are logged in. All computer users should always logoff from the network before leaving their room or office.
- c) For the protection and security of Marshall County Schools data, all computers attached to the Marshall County Schools physical network (a computer located at a Marshall County Schools facility either wired or wireless), must be the property of Marshall County Schools. It is prohibited to attach a computer that is not property of Marshall County Schools to the network without first receiving approval from the Technology Supervisor.
- d) Use of software designed to gain passwords or access beyond the rights assigned to a user or computer is strictly prohibited. Use of such programs risk the security of the network and is considered "hacking". The intent to control unauthorized access is a violation of State and Federal law. Violators will be prosecuted. Should you inadvertently discover passwords or any other measure used to control unauthorized access, you must report this to the Technology Department immediately.
- e) No user shall encrypt files or folders or attempt to hide files or folders stored on a network server or local workstation. Any encrypted or hidden files will be deleted. Encrypted and hidden files are a security risk since they cannot be managed by network administrators.
- f) All network users may be monitored at any time by authorized personnel for the purpose and inspection of compliance to these guidelines.

4. Workstation/Computer Use

- a) All employees and students are prohibited from installing any software on any computer unless authorized in writing by a member of the Technology Department. Illegal downloads or unlawful use of copyrighted software, music, videos, pictures or other files is strictly prohibited. Only compatible, legitimate and approved Marshall County School related software is acceptable.
- b) All employees and students are prohibited from using any computer for illegal, obscene, pornographic or commercial activity.
- c) Changing or tampering with any computer's system configuration is strictly prohibited.
 - a. Any attempt to bypass the State provided internet content filtering by use of a proxy or other means is strictly prohibited unless authorized by the Technology Supervisor.
 - b. Any desktop applications designed to limit access to students or staff, other than those used by the Technology Department for network security purposes, is prohibited.
- d) Use of a broadcast messenger service such as "net send" to send messages over the network is prohibited except in the case of an emergency.

- e) All computers must be turned off before 8:00pm every evening in order to complete the backup of all files on the server and for server maintenance.
- f) Computers found to be tampered with or computers with unapproved software or files will be re-formatted and restored to compliance.
- g) No computer shall be moved by anyone other than Technology Department personnel unless approved by the Technology Supervisor.

5. Server Software

- a) Only authorized Technology Department personnel will install software to the server.

6. Saving Documents

- a) Employees and students may save documents to the network. Do not save any applications to the network, only documents and data. Due to server storage limitations, any applications or executables residing in your user directory will be deleted. (Exception is given where individuals have created applications as part of a curriculum assignment, and such activity has been approved by a member of the Marshall County Schools faculty or staff.) Any documents residing solely on your local computer are at risk. **It is your responsibility to make sure important documents and data are backed up.**

7. Network Drives/Shares

- a) All teachers, librarians and office staff have access to a Teacher directory on the server. This is your ("T" drive). Only teachers, librarians and office staff within your school will have access to this directory. It can be used for more secure documents.

8. Viruses and Virus Protection

- a) The Marshall County School's Technology Department will provide all virus protection and related software for all workstations and servers. Virus protection and related software will be installed by authorized Technology Department personnel unless otherwise approved by the Technology Supervisor.
- b) Do not open any email attachments from anyone you do not know. Never send anyone an email you may suspect contains a virus. The intentional spreading of messages or files containing damaging or destructive programs or data is against federal law. Violators will be prosecuted. If you feel your computer may contain a virus, please contact the Technology Department immediately.
- c) There are many virus hoaxes. Never delete system files from a computer in order to remove a potential virus without first checking with the Technology Department to make sure the virus is valid and not a hoax.

9. Copyright Policy

- a) For the Marshall County School's copyright policies, please see the Marshall County Board of Education policy.

10. Email

- a) The Marshall County Schools email system has been provided for the internal and external communication of employees and board members. Responsible and ethical use of the email system is required. The email system may not be used for personal gain or political or religious views or in any illegal, offensive or unethical manner. The email system is intended only for valid and legitimate Marshall County Schools' related communication.
- b) Marshall County Schools does reserve the right to access any employee's e-mail for any business purpose, and also for inspection for disciplinary or legal actions.

11. Donated Equipment

- a) The current minimum standard for donated computers are Pentium 4, 2.4 GHz or above with 20 GB hard drive and 512 MB RAM. Regardless of the intended use of the donated computer, all donations must comply with this minimum and be approved by the Technology Department.
- b) All donated equipment must be inspected by a member of the Technology Department from the site of the donor. If it does not meet minimum standards, it will be politely declined. The donated equipment must not enter the district buildings before being inspected.

Marshall County Schools reserves the right to modify these guidelines as deemed necessary in order to provide a safe and secure environment for the technological needs of employees, students and board members. We appreciate your cooperation in following these guidelines.

Marshall County Schools (MCS) Laptop Agreement

School Year	
Last 4 digits of SSN	
Last Name	
First Name	
Location	
Asset Tag #	

While the laptop is in my possession, I agree to the following...

1. **I will abide by the Marshall County Schools Computer Guidelines. (Attached)**
2. I am responsible for the proper use and operation of this laptop.
3. The Marshall County Schools Technology Department will not be responsible for connections to any network other than the Marshall County Schools network. Connecting the laptop to a home network is permitted as long as it does not interfere with the Marshall County Schools network configuration, but not supported by our staff.
4. Any software installed will be for Marshall County Schools related purposes and within copyright, Marshall County Schools Computer Guidelines, and Software Purchasing Procedures.
5. I will not delete software that I did not install.
6. I will not copy software from this laptop to another computer.
7. I will not mark or write on any part of the laptop or laptop equipment.
8. If I make changes to the settings or configuration of this laptop, I will return the settings to their original Marshall County Schools configuration.
9. While at my work location, I will be responsible for having the laptop with its bag, power supply, mouse and cables in my possession.
10. I will present this laptop with its bag, power supply, mouse and cables for check-in for summer storage or approved leave.
11. In the event of terminated employment, I agree to turn in the laptop, with all original bag, power supply, mouse and cables to the Technology Department or district designee.
12. Home use is limited to the Marshall County Schools employee listed on this form. It is permissible to take the laptop home, but it must be returned with the employee the next working day.
13. Laptops are subject to collection for periodic maintenance.
14. Laptops are Marshall County Schools property and are subject to inspection at any time.
15. I have read and agree with the Marshall County Schools Computer Guidelines attached to this document and the Acceptable use policy and web posting guidelines.

Check-Out Signature:

 Teacher (Date) Administrator/Designee (Date)

Check-In Signatures: (Relieves employee of obligations listed above.)

 Teacher (Date) Administrator/Designee (Date)

Comments (Note damage or special circumstances):

The original form should be submitted to the Technology Department, ATTN: Technology Supervisor. A copy of the completed form should be kept on file at the school for the current scholastic year and a copy given to the teacher.

