

District: Tupelo Public School District

Section: E - Business Management

Policy Code: EBHAAA - Authorized Use of School Equipment and Property Operation

Policy:

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

Computers, computer files, the e-mail system, and software furnished to users are the property of the Tupelo Public School District and are intended for school business use only. The practice of sending non-school related e-mails is prohibited. Staff and student use of district telecommunications, electronic information resources and networked services will be permitted only after submission of a signed TPSD Responsible Access and Use of Electronic Information and Networked Services Policy Agreement. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The district strives to maintain a place free of harassment and sensitive to the diversity of its employees and students. Therefore, the district prohibits creating, accessing, downloading or transmitting messages/images that might be considered inappropriate in the workplace and/or the educational environment, including, but not limited to messages/images that are lewd, obscene or pornographic, as well as messages/images that might be considered offensive or harassing due to their reference to race, sex, age, religion, national origin, physical or mental disability or some other protected status, or that harass, intimidate or annoy other persons.

For example, the display or transmission of sexually explicit messages/images, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others is prohibited. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-school business matters. Additionally, e-mail messages from unknown or unidentified external sources should not be opened.

The district purchases and licenses the use of computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the district does not have the right to reproduce such software for use on more than one computer.

Users may only use software on local area networks or on multiple machines according to the software license agreement. The district prohibits downloading, copying or transmitting software and/or documents protected by copyrights.

Employees and students should notify their immediate supervisor, the school district computer systems' coordinator, or any school or district administrator upon learning of violations of this policy. Users who violate this policy will be subject to disciplinary action up to and including termination of employment for employees or expulsion for students.

Exhibits:

Regulations:

Adopted Date: 5/1/2013

Approved/Revised Date: