



# School District of Williamsburg County

## *"Imagine Greatness"*

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*Dr. Angela Jacobs, Interim Superintendent*  
*Ernest Young, IT Director*

## WCSD Responsible Use Principles for Employees

You are being given access to the Williamsburg County School District's network and technology resources. At WCSD, we use the network and technology resources as one way of enhancing the mission to prepare students for college, careers, and citizenship. These technologies may include, but are not limited to, district-provided equipment as well as personal devices (computers, laptops, iPads, tablets, cell phones, Amazon Kindle Fires, e-readers, and more).

As a WCSD employee, you are expected to help students use new technologies in a meaningful, safe, and responsible way. As a user of the district's network and technology resources, you are expected to use the system with courtesy, respect, and integrity.

In accepting this agreement, employees acknowledge the following rules and conditions:

I will use technology in a meaningful, safe, and responsible way.

I understand that I represent the school district in all my professional and personal online activities. Additionally, I understand that my activities on social media should not reflect negatively on students, parents, teachers, or the district.

- I will use technology resources productively, appropriately, and primarily for school-related purposes.
- I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will use digital communication (email, texting, video, and photo-sharing apps) with the understanding I am creating a digital reputation.
- I will not use District resources for political advertising, lobbying, or campaigning.
- I will not use District resources for the promotion of commercial goods or services for personal gain.
- I understand that all district equipment, the district network, and my district account are the property of WCSD and can be monitored.
- I will conserve District resources through the proper use of printers, server space, video, or audio streaming, and network bandwidth.
- I understand that District administrators will deem what conduct is inappropriate to use if such conduct is not specified in this agreement.
- Employees will be held to the same professional standard in their public use of electronic media as they are for any other public conduct.
- I will use technology following the laws of the United States and the State of South Carolina:
  - Criminal acts – These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
  - Libel laws – Publicly defaming people through published material on the internet, email, etc.
  - Copyright violations – Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the internet are protected by copyright) is prohibited.

- If any damages occur to my district device(s), I am responsible for paying the district's damage fee for the device(s). Damage fee cost is \$100.00

If I choose to use social media:

- I understand my professional career also includes my digital reputation
- I understand all online actions leave a permanent record and remain online, even if deleted.
- I will adhere to FERPA and copyright regulations when posting student activities.
- I will refrain from posting student photos/videos on my social media accounts.

I understand and will abide by the above Responsible Use Principles. Should I commit a violation, I understand that the consequences of my actions could include suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

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Employee Signature

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Date

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Name (print)

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School/Office