



Robertson County Schools

800 M.S. Coups Blvd. • Springfield, TN 37172 • Phone (615) 384-5588 • Fax (615) 384-9749

Dr. Danny Weeks, Director

EMPLOYEE ACCEPTABLE USE POLICY 2024-2025

I understand that, as a Computer & Internet user, I am responsible for my actions and that I am responsible to act considerately and appropriately, in accordance with the following rules. When using any Robertson County Schools Technology Resources or a personal device on district property, including computers and the Internet:

- I will not send, display, download or receive offensive and obscene messages, pictures, videos and/or music.
- I will not use inappropriately explicit language.
- I will not violate copyright laws.
- I will not use Snapchat, TikTok, Instagram or any other social media sites except when related to classroom instruction.
- I will not attempt to hack, bypass or infiltrate any computer, network system, or web-filtering system.
- I will not attempt to enter administrative network areas or other network areas not related to specific classroom instruction.
- I will not sexually harass, insult, embarrass, stalk or cyber-bully others. (see [Board policy 6.304](#))
- I will not intentionally damage computers, computer systems, computer networks, software or any other district-owned equipment.
- I will not use technological systems for a private gain or any commercial purpose.
- I will not use other users' passwords, nor will I share my password with others.
- I will not attempt to access another user's private files, phone or e-mail messages, for this will be considered theft.
- I will not intentionally misuse resources provided by the school system.
- I will not disregard internet safety practices. [Children's Internet Protection Act \(CIPA\)](#)
- I will not load or use software, apps, or web applications not specifically licensed to or approved by Robertson County Schools.
- I will not use a third-party Internet provider while on school property (personal hotspot/personal data plan).
- I will not attach non-approved devices to the school network (personal router, etc.).
- I will not show images, videos or websites that have not been previewed prior to class use.
- I will not send or attempt to send system-wide messages
- The use of AI to generate false images, video, or audio of students and staff members is strictly prohibited. This includes but is not limited to the creation, manipulation, distribution of content that inaccurately represents the likeness or actions of any individual.

***Employee agrees to supervise student use of all technology resources.**

Safety instruction – Employees will participate in instruction in Internet safety, security, online behavior and cyberbullying awareness.

All data including e-mail communications stored or transmitted shall be monitored. Employees have no expectation of privacy with regard to such data.

All Robertson County employees are expected to use their official rcstn.net email accounts for all school business. Rcstn.net email accounts are to be used for school business only.

I understand that I will utilize only district-approved digital resources for instruction and school business. These resources have been found to meet the FTC regulations in regard to [COPPA](#). Some of these resources may require student login credentials and will only be used after verification of a signed Student AUP. [A current list of these resources can be found here.](#)

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Robertson County Schools Technology Resources, including the Internet.

- Loss of access to Internet and or use of computers or other technology resources
- Additional disciplinary action to be determined at the school or district level in line with existing practice regarding inappropriate language or behavior
- Legal action, when applicable

Sanctions listed above may also apply when activity away from school is harmful to or involves other staff/students and/or causes a disruption with regular school business.

The information above is an overview of [Board Policy #4.406](#). You can review the entire board policy at http://rcstn.net/board_of_education/policies/table_of_contents/. Board policy will be enforced in all Robertson County Schools.

As an employee of Robertson County Schools, I acknowledge that I have access to confidential information and agree to protect the privacy of that information in accordance to FERPA regulations.

Name: _____

Robertson County Schools – Expect Success!

SCHOOL BOARD

STEPHEN AYERS ● CONNIE HOGAN ● SCOTT RICE ● DEMETRIA WHITE ● JEFF WHITE ● JOSH WHITE



Robertson County Schools

800 M.S. Courts Blvd. • Springfield, TN 37172 • Phone (615) 384-5588 • Fax (615) 384-9749

Dr. Danny Weeks, Director

Signature: _____

Date: _____

Please read, sign and return this form to the person designated by your supervisor. This form is required of all employees who access county owned technology.

Robertson County Schools – Expect Success!

SCHOOL BOARD

STEPHEN AYERS ● CONNIE HOGAN ● SCOTT RICE ● DEMETRIA WHITE ● JEFF WHITE ● JOSH WHITE