



COMPUTER ABUSE DISCOVERY PROCEDURE (TCH-P026)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process employees of CMCSS follow when computer abuse is discovered.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Classified Staff
- 2.2 Teachers
- 2.3 Administrators

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Technology Officer

4.0 DEFINITIONS:

- 4.1 Inappropriate usage: For the purpose of this procedure inappropriate usage is defined as any behavior that is not consistent with the CMCSS Acceptable Usage Policy ([TCH-A002](#)) or [Student Code of Conduct](#).
- 4.2 Potentially Illegal: Refers to behavior or content that may be determined unlawful by the local authorities.
- 4.3 Major Offense: A major offense is behavior or content that is not "Potentially Illegal" but is obscene or objectionable or an administrator lacks the knowledge and/or tools to resolve without assistance.
- 4.4 Minor Offense: A minor offense is behavior or content that is not "Potentially Illegal" or "Major" in nature.
- 4.5 Secure: Protecting a machine and any electronic data on that machine from being tampered with. [TCH-W003](#) is a work instruction for a teacher to follow to secure a machine. [TCH-W004](#) is a work instruction for an administrator to follow to secure a machine.

Note: Do not attempt to handle this issue on your own. Allow your Building Administrator and the Technology Department to coordinate the forensics investigation.

- **Do not tamper with the computer.**
- **Do not attempt to look up the browser's history.**
- **Do not look through folders for pictures, videos, music, or documents.**
- **Do not exit out of any screens that are open.**
- **Do not restart, shutdown, or put the computer to sleep.**



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5.0 PROCEDURE:

5.1 Classified Staff becomes aware of inappropriate usage:

5.1.1 Building Administrator is notified immediately.

5.2 Classroom Teacher becomes aware of inappropriate usage:

5.2.1 If the offense was committed by an employee.

5.2.1.1 Building Administrator is notified immediately.

5.2.2 If the offense was committed by a student:

5.2.2.1 If offense is potentially illegal or major in nature, Teacher secures as specified in [TCH-W003](#) the computer and notifies building administrator immediately.

5.2.2.2 If the offense is not potentially illegal, and is not minor in nature, Teacher secures the computer as specified in [TCH-W003](#) and notifies building administrator immediately.

5.2.2.3 If the offense is not potentially illegal, and is minor in nature, Teacher corrects the situation and administers appropriate discipline if necessary.

5.3 Building Administrator becomes aware of inappropriate usage:

5.3.1 If offense is potentially illegal or major in nature, Building Administrator secures the computer as specified in [TCH-W004](#) and notifies the Chief Technology Officer immediately.

5.3.2 If the offense is minor in nature, and is minor in nature, the Building Administrator corrects the situation and administers appropriate discipline if necessary.

6.0 PERFORMANCE MEASURES:

6.1 Zero incidences where evidence is tainted due to mishandling or applying inappropriate investigation methods.

7.0 INTERACTIONS:

7.1 Other Departments: HR and all building administrators

7.2 Other Procedures/Processes: See associated documents.

8.0 ASSOCIATED DOCUMENTS:

8.1 CMCSS Acceptable Usage Policy ([TCH-A002](#))



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8.2 [Student Code of Conduct](#)

8.3 Computer Abuse Discovery Work Instruction/Teacher ([TCH-W003](#))

8.4 Computer Abuse Discovery Work Instruction/Building Administrator ([TCH-W004](#))

8 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|------------------------------|-----------------------|--|---------------------------|-----------------------------------|
| Forensic Evidence (Student) | Technology Department | 20 years | Discard as Desired | Secured Building under lock & key |
| Forensic Evidence (Employee) | Technology Department | 1 year following the conclusion of any investigation, disciplinary proceedings or litigation arising out of the incident | Discard as Desired | Secured Building under lock & key |

9 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|---------------------|--------------------|---|
| 11/04/08 | | Initial Release |
| 10/09/09 | A | Removal of Major Offense Definition, Misc. Format Revisions |
| 08/24/11 | B | Modified Definition of Major and Minor Offenses |
| 3/17/23 | C | Updated potentially illegal and secure definitions. Removed 5.3.2. Removed reference to flow chart. |

***** End of Procedure *****