

1 **Laurel School District #7 & 7-70**

2  
3 **PERSONNEL**

5006

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5 Code of Ethics for all Laurel Public School Employees

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7 The code of ethics is based on the premise that all education related employees within the district  
8 are expected to fulfill the district mission in serving students and school community in a  
9 professional, educationally sound, and efficient manner.

10  
11 Laurel Public Schools employees will strive to improve public education, and to that end will:

- 12
- 13 1. Make the well-being of students the fundamental value in all decision making and
- 14 actions.
- 15 2. Fulfill professional responsibilities with honesty and integrity.
- 16 3. Support the principle of due process and protect the civil and human rights of all
- 17 individuals.
- 18 4. Obey local, state, and national laws and not knowingly join or support organizations that
- 19 advocate directly or indirectly the overthrow of the government.
- 20 5. Implement the board of trustees' policies and administrative regulations.
- 21 6. Pursue appropriate measures to correct or enhance those laws, policies, and regulations
- 22 that are not consistent with sound educational goals.
- 23 7. Avoid using positions for personal gain through political, social religious, economic, or
- 24 other influence.
- 25 8. Accept academic degrees or other professional certification only from duly accredited
- 26 institutions.
- 27 9. Maintain the standards and seek to improve the effectiveness of the education profession
- 28 in all of its functions through research and continuing professional development.
- 29 10. Honor all contracts until fulfillment or release.
- 30 11. Maintain a high level of ethics in decisions and behaviors.
- 31 12. Acknowledge that education involves the building and maintenance of proper
- 32 relationships between students, colleagues, parents, and community. It is paramount
- 33 that such relationships are professional with appropriate boundaries.
- 34
- 35

36 Any violation of code subjects me to discipline by the district.

37  
38 Signature \_\_\_\_\_ Date \_\_\_\_\_

39  
40 Policy History:

41 Adopted on: January 09, 2006

42 Reviewed on:

43 Revised on: 06/11/2012

1 **Laurel School District #7 & 7-70**

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3 **PERSONNEL**

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page 1 of 2

4  
5 Drug-Free Workplace

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7 All District workplaces are drug- and alcohol-free. All employees are prohibited from:

- 8  
9 • Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the  
10 influence of a controlled substance while on District premises or while performing work  
11 for the District, including employees possessing a “medical marijuana” card.  
12 • Distributing, consuming, using, possessing, or being under the influence of alcohol while  
13 on District premises or while performing work for the District.  
14

15 For purposes of this policy, a controlled substance is one that is:

- 16  
17 • Not legally obtainable;  
18 • Being used in a manner other than as prescribed;  
19 • Legally obtainable but has not been legally obtained; or  
20 • Referenced in federal or state controlled-substance acts.  
21

22 As a condition of employment, each employee will:

- 23  
24 • Abide by the terms of the District policy respecting a drug- and alcohol-free workplace;  
25 and  
26 • Notify his or her supervisor of his or her conviction under any criminal drug statute, for a  
27 violation occurring on District premises or while performing work for the District, no  
28 later than five (5) days after such conviction.  
29

30 In order to make employees aware of dangers of drug and alcohol abuse, the District will  
31 endeavor to:

- 32  
33 • Provide each employee with a copy of the District drug- and alcohol-free workplace  
34 policy;  
35 • Post notice of the District drug- and alcohol-free workplace policy in a place where other  
36 information for employees is posted;  
37 • Enlist the aid of community and state agencies with drug and alcohol informational and  
38 rehabilitation programs, to provide information to District employees; and  
39 • Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and  
40 any employee-assistance programs.  
41

42 District Action Upon Violation of Policy

43  
44 An employee who violates this policy may be subject to disciplinary action; up to and including  
45 termination of employment. Alternatively, the Board may require an employee to successfully  
46 complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

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The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction.

Legal Reference:      41 U.S.C. §§ 702, 703, 706      Drug-free workplace requirements for  
Federal grant recipients  
*Johnson v. Columbia Falls Aluminum Company LLC*, 2009 MT 108N.  
Senate Bill 423, Section II      Limitations of Medical Marijuana Act

Policy History:  
Adopted on: February 26, 1997  
Reviewed on:  
Revised on: 06/11/2012

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6 Employee use of Electronic Mail, Internet, and District Equipment

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8 Electronic mail (“e-mail”) is an electronic message that is transmitted between two (2) or more  
9 computers or electronic terminals, whether or not the message is converted to hard-copy format  
10 after receipt, and whether or not the message is viewed upon transmission or stored for later  
11 retrieval. E-mail includes all electronic messages that are transmitted through a local, regional, or  
12 global computer network.

13  
14 Because of the unique nature of e-mail/Internet, and because the District desires to protect its  
15 interest with regard to its electronic records, the following rules have been established to address  
16 e-mail/Internet usage by all employees:

17  
18 The District e-mail and Internet systems are intended to be used for educational purposes only,  
19 and employees should have no expectation of privacy when using the e-mail or Internet systems  
20 for any purpose. Employees have no expectation of privacy in district owned technology  
21 equipment, including but not limited to district-owned desktops, laptops, memory storage  
22 devices, and cell phones.

23  
24 Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal  
25 and improper uses of the e-mail and Internet system, including but not limited to extreme  
26 network etiquette violations including mail that degrades or demeans other individuals,  
27 pornography, obscenity, harassment, solicitation, gambling, and violating copyright or  
28 intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems through  
29 excessive personal use, or use in violation of the law or District policies, will result in  
30 disciplinary action, up to and including termination of employment.

31  
32 All e-mail/Internet records are considered District records and should be transmitted only to  
33 individuals who have a need to receive them. If the sender of an e-mail or Internet message does  
34 not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the  
35 message “Do Not Forward.”

36  
37 In order to keep District e-mail and Internet systems secure, users may not leave the terminal  
38 “signed on” when unattended and may not leave their password available in an obvious place  
39 near the terminal or share their password with anyone except the system administrator. The  
40 District reserves the right to bypass individual passwords at any time and to monitor the use of  
41 such systems by employees.

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43 Additionally, District records and e-mail/Internet records are subject to disclosure to law  
44 enforcement or government officials or to other third parties through subpoena or other process.  
45 Consequently, the District retains the right to access stored records in cases where there is  
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4 reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose  
5 all information sent over the District e-mail systems for any legally permissible reason, including  
6 but not limited to determining whether the information is a public record, whether it contains  
7 information discoverable in litigation, and to access District information in the employee's  
8 absence. Employee e-mail/Internet messages may not necessarily reflect the views of the  
9 District.

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11 Except as provided herein, District employees are prohibited from accessing another employee's  
12 e-mail without the expressed consent of the employee. All District employees should be aware  
13 that e-mail messages can be retrieved, even if they have been deleted, and that statements made  
14 in e-mail communications can form the basis of various legal claims against the individual author  
15 or the District.

16  
17 E-mail sent or received by the District or the District's employees may be considered a public  
18 record subject to public disclosure or inspection. All District e-mail and Internet communications  
19 may be monitored.  
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23 Policy History:

24 Adopted on: 06/11/2012

25 Reviewed on:

26 Revised on:

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6 Acceptable Use of Electronic Networks and Internet Etiquette

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8 All use of electronic networks shall be consistent with the district's goal of promoting  
9 educational excellence by facilitating resource sharing, innovation, and communication. These  
10 procedures do not attempt to state all required or proscribed behavior by users. However, some  
11 specific examples are provided. **The failure of any user to follow these procedures will result**  
12 **in the loss of privileges, disciplinary action, and/or appropriate legal action.** The district  
13 technology coordinator shall act as the system administrator.  
14

15 **Terms and Conditions:**

- 16
- 17 1. Acceptable use - Access to the district's electronic networks must be:(a) for the purpose  
18 of education or research and consistent with the educational objectives of the district; or  
19 (b) for legitimate school business use.  
20
  - 21 2. Privileges - The use of the district's electronic networks is a privilege, not a right, and  
22 inappropriate use may result in a cancellation of those privileges. The system  
23 administrator (and/or building principal) will make all decisions regarding whether or not  
24 a user has violated these procedures and may deny, revoke, or suspend access at anytime.  
25 His or her decision is final.  
26
  - 27 3. Unacceptable Use - The user is responsible for his or her actions and activities involving  
28 the network. Some examples of those unacceptable uses are:
    - 29 A. Using the network for any illegal activity, including violation of copyright or  
30 other contracts, or transmitting any material in violation of any federal or state law;
    - 31 B. Unauthorized downloading/installation of software or other media, including  
32 personal, regardless of whether it is copyrighted or de-virused;
    - 33 C. Downloading copyrighted material;
    - 34 D. Using the network for private financial or commercial gain;
    - 35 E. Wastefully using resources, such as file space;
    - 36 F. Hacking or gaining unauthorized access to files, resources, or entitles;
    - 37 G. Invading the privacy of individuals, which includes the unauthorized disclosure,  
38 dissemination, and use of information of a personal nature about anyone;
    - 39 H. Using another user's account or password;
    - 40 I. Posting material created by another, without his/her consent;
    - 41 J. Posting anonymous messages;
    - 42 K. Using the network for commercial or private advertising;
    - 43 L. Accessing, submitting, posting, publishing, or displaying any defamatory,  
44 inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive,  
45 harassing, or illegal material; and
    - 46 M. Using the network while access privileges are suspended or revoked.

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4 N. The network use of personal computers and software is prohibited.  
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- 6 4. Network Etiquette - The user is expected to abide by the generally accepted rules of  
7 network etiquette. These include, but are not limited, to the following:  
8 A. Be polite. Do not become abusive in messages to others.  
9 B. Use appropriate language. Do not swear or use vulgarities or any other  
10 inappropriate language.  
11 C. Do not reveal personal information, including the addresses or telephone numbers  
12 of students or colleagues.  
13 D. Recognize that school-issued electronic mail (e-mail) is not private. People who  
14 operate the system have access to all mail. Messages relating to or in support of  
15 illegal activities may be reported to the authorities.  
16 E. Do not use the network in any way that would disrupt its use by other users.  
17 F. Consider all communications and information accessible via the network to be  
18 school property.  
19 G. No Warranties - The district makes no warranties of any kind, whether expressed  
20 or implied, for the service it is providing. The district will not be responsible for  
21 any damages the user suffers. This includes loss of data resulting from delays,  
22 nondeliveries, missed deliveries, or service interruptions caused by its negligence  
23 or the user's errors or omissions. Use of any information obtained via the Internet  
24 is at the user's own risk. The district specifically denies any responsibility for the  
25 accuracy of quality of information obtained through its services.  
26
- 27 5. Indemnification - The user agrees to indemnify the district for any losses, costs, or  
28 damages, including reasonable attorney fees, incurred by the district, relating to or arising  
29 out of any violation of these procedures.  
30
- 31 6. Security - Network security is a high priority. If the user can identify a security problem  
32 on the network, the user must notify the system administrator or building principal. Do  
33 not demonstrate the problems to other users. Keep your account and password  
34 confidential. Do not use another individual's account without written permission from  
35 that individual. Attempts to log on to the network as a system administrator will result in  
36 cancellation of user privileges. Any user identified as a security risk may be denied  
37 access to the network.  
38
- 39 7. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary  
40 action. Vandalism is defined as any malicious attempt to harm or destroy data or another  
41 user, the Internet, or any network. This includes, but is not limited to, the uploading or  
42 creation of computer viruses, worms, Trojan horses, spyware, spam, etc . . .  
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- 44 8. Telephone Charges - The district assumes no responsibility for any unauthorized charges  
45 or fees, including telephone charges, long distance charges, per-minute surcharges, and/or  
46 equipment or line costs.

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4 9. Copyright Web Publishing Rules - Copyright law and district policy prohibit the  
5 republishing of text or graphics found on the Web or in district Web sites or file servers,  
6 without explicit written permission/proper citation.  
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8 A. For each republication (on a Web site or file server) of a graphic or text file that  
9 was produced externally, there must be a notice at the bottom of the page  
10 crediting the original producer and noting how and when permission was granted.  
11 If possible, the notice should also include the Web address of the original source.  
12 B. Staff engaged in producing Web pages must provide e-mail or hard copy  
13 permissions before the Web pages are published. Printed evidence of the status of  
14 "public domain" documents must be provided.  
15 C. The absence of a copyright notice may not be interpreted as permission to copy  
16 the materials. Only the copyright owner may provide the permission. Webmaster  
17 displaying the material may not be considered a source of permission.  
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19 10. Use of Electronic Mail  
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21 A. The district's electronic mail system, and its constituent software, hardware, and  
22 data files, are owned by the district. The district provides e-mail to aid staff and  
23 board members in fulfilling their educational responsibilities.  
24 B. The district reserves the right to access and disclose the contents of any account  
25 on its system, without prior notice or permission from the account's users.  
26 However, the account user will be notified that such access or disclosure has  
27 occurred.  
28 C. Each person should use the same degree of care in drafting an electronic mail  
29 message as would be put into a written memorandum or document. Nothing  
30 should be transmitted in an e-mail message that would be inappropriate in a letter  
31 or memorandum.  
32 D. Electronic messages transmitted via the district's Internet gateway carry with  
33 them identification. This ID identifies the author as being with the district. Great  
34 care should be taken, therefore, in the composition of such messages and how  
35 such messages might reflect on the name and reputation of the district. Users will  
36 be held personally responsible for the content of any and all electronic mail  
37 messages transmitted to recipients.  
38 E. Any message received from an unknown sender via the district email program  
39 should be forwarded to the system administrator. Downloading any file attached  
40 to any Internet based message is prohibited, unless the user is certain of that  
41 message's authenticity and the nature of the file so transmitted.  
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43 11. Use of the district's electronic mail system constitutes consent to these regulations.  
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4 **Internet Safety:**  
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- 6       A.     Internet access is limited to only those “acceptable uses” as detailed in these  
7             procedures. Internet safety is enhanced if users do not engage in “unacceptable  
8             uses,” as detailed in these procedures, and otherwise follow these procedures.  
9       B.     Staff members shall supervise K-12 students using district electronic sources, to  
10       C.     ensure that the students abide by Terms and Conditions for Internet access, as  
11             contained in these procedures. Such procedures are included in the Student  
12             Acceptable Use Policy which is signed by both student and his/her  
13             parent/guardian prior to access.  
14       D.     Each district computer with Internet access has a filtering device that attempts to  
15             block entry to visual depictions that are:(1) obscene;(2) pornographic;(3) harmful  
16             or inappropriate for students, as defined by the Children’s Internet Protection Act  
17             and as determined by the Superintendent or designee.  
18       E.     The system administrator and building principals shall monitor student access as  
19             needed.  
20

21 Legal Reference:     Children’s Internet Protection Act, P.L. 106-554  
22                             20 U.S.C.§ 6801, et seq.  
23                             47 U.S.C.§ 254(h) and (I)  
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27 Policy History:

28 Adopted on:   September 11, 2006

29 Reviewed on: 06/11/2012

30 Revised on: