

Staff Use of Fargo Public Schools Information Network

The district will provide access to electronic resources appropriate for an employee's job function. This will include a network account, network storage, and an email accounts administered by Fargo Public Schools. This will also include electronic devices either assigned or made available for accessing network resources. Use of electronic resources on Fargo Public Schools property constitutes an agreement to abide by the following rules of conduct and to assume responsibility for content of electronic documents, postings, or messages created by the user.

This policy applies to accounts created by Fargo Public Schools, use of the Fargo Public Schools network, electronic devices supplied by Fargo Public Schools, and personal electronic devices used on Fargo Public Schools property.

Intended Use

Fargo Public School's electronic resources should be used to serve the district's educational and operational mission and goals. Electronic documents and email correspondence created using Fargo Public Schools electronic resources are subject to the Open Records laws of North Dakota (NDCC 40-04-18) and the confidentiality provided for in the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy and Protection Act (COPPA). The district reserves the right to monitor or inspect electronic documents, postings, or messages to ensure compliance. Email messages sent to or from Fargo Public Schools are automatically saved for 3 years to comply with federal and state regulations. Users may choose to save email messages for a longer period by printing or manually saving messages as text files. Due to the potentially sensitive nature of student information in email messages, staff members should never set up automatic forwarding rules that forward all email messages to a private or other non-FPS account.

Electronic Conduct

The individual assigned to an account is responsible for the content produced by the account and is responsible for its proper use. The following actions may lead to disciplinary action, up to and including termination of employment.

1. Use of electronic resources to submit, obtain, publish, store or display objectionable material is prohibited. Objectionable material includes, but is not limited to:
 - a. Pornographic or sexually explicit content. The use by Fargo Public Schools of web filtering software does not imply that pornographic material not expressly blocked by the filter is allowed. Access of pornographic or sexually explicit content on personal devices while on Fargo Public School property is not allowed.
 - b. Information encouraging the use of tobacco, alcohol or controlled substances or otherwise promote any other activity prohibited by district policy or city, state, or federal law.
 - c. Information encouraging the toleration or promotion of discrimination or hate speech towards individuals or groups of individuals based on race, color, religion,

sex, sexual orientation, national origin, age, mental or physical disability, gender expression/identity, genetic information, or status with respect to marriage or public assistance, or status in any group protected by federal or state law.

2. System vandalism. Vandalism is defined as any malicious attempt to damage or destroy district electronic resources.
3. Willfully violating copyright laws.
4. Use of electronic resources to publish or disseminate inaccurate information.
5. Attempting to access another user's account without express permission to do so.
6. Representing oneself as another user in electronic communications.
7. Attempting to access electronic resources with system or computer administrator level privileges without express consent from the Fargo Public Schools Information Technology Department.
8. Attempting to disable anti-virus scanning programs put in place to protect Fargo Public Schools electronic resources.
9. Commercial and/or excessive personal use of Fargo Public Schools electronic resources, including email. The district assumes no responsibility or liability for any personal or business costs incurred.
10. Use of a personal email address for Fargo Public Schools related business.
11. Any action that results in the compromise of the security of the electronic resources and/or systems.
12. Use of email with students on non-school related communications (see AP 5256).
13. Forwarding Fargo Schools email automatically to a non-Fargo Schools account without regard to content.

Be aware that a policy governing electronic conduct cannot be all inclusive. The administration of the Fargo Public Schools reserves the right to take appropriate action for conduct not specifically included in this policy when the conduct is such that any reasonable person would be expected to know it to be against the best interest of Fargo Public Schools.

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