Guidelines for Network Use

Note: This document was prepared by the technology department to answer questions regarding network use. It is not policy. Your building principal to set more stringent rules or guidelines. As always, follow the ZCS Acceptable Use Policy when using the network.

Staff members should be aware that the ZCS Technology Department understands that all of us use the ZCS network for personal use. These guidelines will help you determine what is acceptable personal use and when it is allowed. As always, use your best judgment.

1. Acceptable use: All use of E-mail and the Internet must conform to the ZCS Internet Acceptable Use Policy. This document can be found on the ZCS website under Technology Documents. In a nutshell, you cannot at any time use the Internet or E-mail for pornographic, illegal, or destructive reasons.

2. ZCS E-mail account: You may use your ZCS email account for personal correspondence as long as outgoing messages are composed and sent before the school day begins, after the school day ends, or during your lunch period. The technology department recognizes that all teachers put in more hours than is stipulated in our contract. Therefore, as long as the privilege is not abused, you may also use your Email account for personal use at times when it in no way interferes with your duties or the teaching or learning process (example: during a passing period or during prep time).

3. Other E-mail accounts: Many of us have personal E-mail accounts that can be accessed through a web browser (Internet Explorer). Please follow the above guidelines when using these types of accounts (Yahoo, Hotmail, etc.) In addition, use caution when accessing your account because many times incoming messages or advertisements may violate acceptable use. While we use filters for Internet use, it will not stop or filter pornographic Email. If this occurs immediately exit out of your web browser and wait until you can access your account from outside the corporation. The technology department recognizes that there are pitfalls out there and that nothing is failsafe. Take care to monitor your usage and do not allow personal email accounts to interfere with teaching or learning.

4. Internet use: Personal use of the Internet is acceptable before school, after school, and during lunch. You may also use the Internet for academic purposes during the school day. For example, many of us use the Internet for educational uses during the school day, such as a quick check of the news and weather or a search for educational sites for our students. This type of use is acceptable if it does not interfere with our educational mission. It is not acceptable to merely "surf the web" for humor, vacation spots, or to shop or pay bills during class time. Staff members need to understand that while Internet filters are in place, no filter can offer a 100% guarantee to stop all unacceptable sites. They still must use good judgment when accessing sites.

5. Downloading: Downloading large files or applications is permitted as long as that process does not interfere with the network. It is advised that large files for personal use should be downloaded outside of school hours.

Please recognize that the technology department supports personal use of our network. Your responsibility is to ensure that it does not interfere with your duties or responsibilities as a staff member.