

Northview Public Schools

Staff Network & Internet Acceptable Use Policy

Introduction

We are pleased to offer the staff of Northview Public Schools access to the district computer network resources and the internet. To use these resources, all staff must sign and return this form. (This is a legally binding document.) School Board personnel and other authorized persons may use these resources only if the Acceptable Use Policy form has been signed and returned to the Superintendent's office.

Network & Internet – Terms and Conditions

It is the policy of Northview Public Schools that staff and other authorized persons will use all technology in a responsible, legal and ethical manner. Failure to do so may result in the termination of network and e-mail privileges for the user or prosecution under federal or state law.

Northview Public Schools expects that all staff will use e-mail and the internet and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Staff will use email on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and staff will be responsible for checking and reading messages daily.

The network is provided for staff and students to conduct research, complete assignments, and communicate with others. Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse.

Staff are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Email is not to be utilized to share confidential information about students or other employees. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.

Staff Expectations In Use of the Network and Internet

The following behaviors are not permitted on the district network:

- Sending or displaying offensive messages or pictures
- Accessing material that is obscene, pornographic, or child pornography
- Sending mass email to promote personal opinions
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Using obscene language
- Harassing, insulting or attacking others
- Engaging in practices that threaten the network (i.e., downloading files that may introduce a virus or overload the network)
- Installing, downloading or modifying software without authorization
- Installing network hardware without authorization
- Connecting personal laptops to network (exception: guest wireless network)
- Violating copyright laws and licensing agreements
- Using and sharing of passwords and/or accounts
- Trespassing in others' folders, documents, or files
- Intentionally wasting limited resources
- Using the network for any advertisement or solicitation without approval from the superintendent or their designee
- Employing the network for commercial purposes, financial gain, or fraud
- Promoting, supporting or celebrating religion or religious institutions
- Violating [po7545](#) or [po3213](#) regarding electronic communications

The Director of Technology will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Use of District Owned Devices

Northview issues devices to many different staff positions. Some of these devices are mobile which may therefore interact with an outside network (such as a coffee shop's network or a home network.)

Staff who connect a district owned device such as a laptop to their home network agree to the fact that a district owned device will have a sensor on it for protection. This sensor may collect data regarding other devices that are on the same network that could possibly interact with Northview's device. If a staff member does not agree to the collection of such data, they should refrain from connecting it to their home network.

Northview Public Schools' Staff Network/Internet Acceptable Use Policy, was approved by the Northview School Board of Education on December 11, 2017.

Personal Device Network Policy

Personal network devices may be used in Northview Public Schools in accordance with the following policy. A personal network device is defined as any personal device that can connect to a wifi or ethernet connection. This policy is designed to protect the guest and the Northview Public Schools network. Network access is available through the guest wireless network. This guest wireless network operates parallel to the existing Northview Public Schools wireless network and may be accessed by any wireless device. This guest wireless network provides filtered internet access and related web-based services only. This internet access will operate with the same internet filter that school devices currently use.

Each time someone accesses the guest wireless network they agree to the terms listed below. If you wish to use the guest wireless network at Northview Public Schools, please familiarize yourself with the information below.

- Personal network devices include any privately owned networkable electronic device.
- Northview Public Schools will not be held liable for any damage that may occur as a result of connecting to the guest wireless network or any electrical power source.
- Northview Public Schools will not be held responsible for any damage, loss or theft of the personal network device.
- The guest wireless network is provided as is with no warranty as to usability for a particular purpose. Northview Public Schools will not be held liable for any disruption of service.

- Northview Public Schools reserves the right to inspect, at any time, any personal network device while connected to the guest wireless network. Northview Public Schools also reserves the right to disconnect any personal network device from the network for any reason without notice in order to protect the integrity of the Northview Public Schools Network.
- Guest wireless network access is provided for filtered internet access and related web-based services only. Personal network devices will not be allowed access to Northview Public Schools printers, servers, user files, or user home directories.
- Personal network devices may be connected exclusively to the guest wireless network in Northview Public School buildings in the areas where this coverage is available.
- Illegal, destructive, harmful, or any other inappropriate activities including but not limited to computer hacking, harassment, accessing offensive/obscene materials, or engaging in illegal activity are strictly prohibited.
- Any person using a personal network device must abide by the Northview Public Schools' Acceptable Use Policy while connected to the guest wireless network or on school property.
- The owner of the personal device is exclusively responsible for how the device is used. The owner is responsible for the security of the device, including but not limited to having the latest security patches for its operating system installed and must be running antivirus software with the latest virus definition files.
- The owner of the personal device is exclusively responsible for the configuration of the device. This includes network configuration. Northview Public Schools is not responsible for providing technical support for personal network devices.
- Student use of personal network devices in the classroom setting will be at the discretion of the classroom teacher.
- The device must not interfere with the normal function of Northview Public Schools' Network or other wireless devices.
- No mobile device may be used as a portable Wi-fi hotspot while on school grounds.
- The device must be free of spyware, adware, worms, viruses, Trojan horses, and peer-to-peer software.
- The device must be used as a client only and may not run server related services including but not limited to web hosting services, email services, or proxy services.
- The owner of the device, agrees to be responsible for and to reimburse Northview Public Schools for any damage that may be caused by the personal network device or use thereof while connected to the guest wireless network.
- The device may not be used in a manner to intentionally circumvent content filtering, and/or network security. (Including VPN/proxies).

APPLICATION FOR NETWORK ACCESS TERMS AND CONDITIONS FOR USE

I understand and will abide by the above Terms and Conditions for network and internet access. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

User Name(please print)_____

User Signature_____Date_____

Building:_____Position:_____

This page must be returned for new or continued access privileges.