

## Southern Local School District Computer Network and Internet Acceptable Use Policy for Staff

This document shall constitute the District's Computer Network and Internet Acceptable Use Policy for staff members ("Policy"), and applies to all employees (hereafter "users" or "you") who use or otherwise access the Network either on-site or remotely.

Access to the District's Network (which in this document means not only the internal Network of the District, but also the connection to the Internet! World Wide Web) is provided as a privilege and only as a tool to assist in performing the duties of your job. To continue to have access to the Network, each staff member must take responsibility for appropriate and lawful use of this privilege. Staff members are responsible for professional behavior on the Network just as they are in a classroom, school hallway or at a school function. While the District may make reasonable efforts to supervise staff member use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the staff member.

Each staff member is responsible for reading and abiding by this Policy and for enforcing the Acceptable Use Policy for students. If you have any questions about the provisions of these policies, you should contact your Superintendent or Principal. Any use of your account or other actions on your part that violate these policies may result in your access being withdrawn and/or disciplinary action and referral to law enforcement. The District reserves the right to seek reimbursement of expenses or damages arising from violations of these policies.

### *1. Reporting Misuse of the Network*

In addition to following the terms of this Policy, you must report any misuse of the Network to the Superintendent or Principal. Misuse means any violation of this Policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail, or any other use that is not included in this Policy but has the intent or effect of harming another or another's property or constitutes inappropriate conduct.

### *2. Term of the Permitted Use*

Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by the District at any time for any reason. The District may also limit access depending on student and staff schedules, equipment availability, or other constraints.

### *3. Access*

Network resources are only for use by authorized users. Anonymous use is not permitted and access may not be shared or transferred. Staff members shall not share their passwords with any other person and shall not, in any manner, allow anyone to gain unauthorized access to the Network or the Internet. A staff member is subject to disciplinary action for any violation of this Policy committed by someone else who, with the staff member's express or implied permission or through the staff member's negligence, accesses the Network with the staff member's password.

#### *4. Purpose and Use*

The District is providing access to its Network to support legitimate District business. Other brief, incidental and personal uses are permitted from time to time (e.g., receiving an e-mail from a spouse regarding a change in dinner plans, or from a son or daughter about the starting time of a track meet.) Uses that interfere with normal District business or violate District policies are strictly prohibited, as are any uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If you have any doubt about whether a contemplated activity is permitted, you must immediately consult with the Superintendent or Principal to determine if a use is appropriate.

#### *5. Equipment, Desktop and Laptop, etc.*

The District provides technology for teachers and students to enhance the teaching process. This equipment in the classroom, or individually approved laptops and equipment that may be taken home (only with advance written approval), are the property of the District and are your responsibility and duty to protect from harm. Any misuse or failure of equipment must be reported to the Director of Technology. Periodic maintenance on laptops or other hardware is required to ensure a safe and reliable tool for the staff. It is your responsibility to make such equipment timely available for maintenance at the request of the Technology Coordinator. You may be held financially responsible for the expense of any equipment repair arising from violation of this policy.

#### *6. Netiquette*

All users must abide by the following rules of Network etiquette. The following are prohibited:

(a) using inappropriate language, photographs, images or other content including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory, overly familiar, forward, or threatening;

(b) using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the District's harassment, bullying or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or other protected characteristics;

(c) forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender;

(d) creating technical difficulties for others, such as sending e-mail attachments that are too large to be accommodated by the recipient's system;

(e) using the Network in a manner inconsistent with the professional expectations of a District employee. When using the network, users should remember that they are representing the District each time the account is used. Communications on the network need not be formal, but must be professional in appearance and tone;

(f) using the Network for personal communications on more than an occasional basis and/or for chatter, visiting, joking or other uses that are an inappropriate use of work time.



## *7. Unacceptable Uses*

Other prohibited uses and activities include, but are not limited to:

(a) Uses or activities that violate the law or District policy, or that encourage others to violate the law or District policy, including;

- (i) offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or District policy;
- (ii) creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials;
- (iii) creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or District policy;
- (iv) unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others;
- (v) copying, downloading, uploading or transmitting student information, other confidential information;
- (vi) engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities; and
- (vii) engaging in or supporting any kind of business or other profit-making activity.

(b) Uses or activities that cause damage to property, including:

- (i) uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data, or vandalizing the property of another. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data of another user, other District Network resources, or the use of the District Network to do any of the same acts on the Internet or outside Networks.
- (ii) uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.

(c) Commercial uses. At no time may the network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as "junk e-mail "). Accessing the Internet for information to be used in a private business, or the transmission of e-mails or other communications between yourself and private business associates or clients of a private business are likewise prohibited.

(d) Uses or activities that are unrelated to legitimate District purposes, are prohibited (except aforementioned brief, incidental, and occasional personal uses). Users may not, during the work day, access the Internet for purposes of personal communication, shopping, buying or selling items of real or personal property, researching or making arrangements for non-work-related travel, connecting with a personal web site or weblog, receiving or posting messages to non-work-related web sites or weblogs, participating in any type of gaming activity, engaging in social or hobby activities, for purposes of engaging in or supporting any kind of business or other profit-making activity, or for general recreational web browsing. (*Examples: Amazon, eBay, Expedia, Grudge Report, dating services, chat rooms, poker web sites, CNN, ESPN, or other sports and entertainment sites.*)

(e) Using non-District e-mail. All use of e-mail must be through the District's e-mail service. The use of other providers of e-mail (such as Hotmail or Yahoo) through the Network is prohibited.

(f) Uses that degrade or disrupt the operation of the Network or that waste limited computer, paper or telephone resources or cause unnecessary traffic. For example, toner and paper in printers are a cost to the District and must not be wasted. Chain letters and similar multiply forwarded messages are prohibited because, even for noncommercial or apparently "harmless" purposes, they use up limited Network capacity resources.

(g) Uses that mislead others or violate the standards of academic, personal or professional integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier that makes message recipients believe that someone other than you is communicating or otherwise using the other's access to the Network.

(h) Installing or downloading software or hardware without the prior consent of a District administrator. Staff members may not move, repair, reconfigure, modify or attach any external devices to Network equipment, computers or systems. Staff members shall not remove, alter or copy District software for their own personal use or for the use of others.

## *8. Student Confidentiality*

To the extent feasible, staff members should either avoid transmitting confidential information regarding students over the e-mail system or through internet access, or should take steps to enhance the preservation of that confidentiality. If personal information about an individual student must be transmitted, an effort should be made to make the information not "personally identifiable", e.g. by not connecting the student's full name to the information, or at the least by not placing the student's name in the subject line.

## *9. Privacy*

Network access is provided as a tool for District business. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications (including emails) and other content transmitted, received or stored in connection with this usage. All such information, content and files shall be and remain the property of the District and you have no expectation of privacy regarding those



materials. Network administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this Policy.

#### *10. Web Sites*

Web sites created through the Network and/or linked with the District's official web site must relate specifically to District-sanctioned activities, programs or events and must have prior approval of the Director of Technology. Web sites created using the Network or the District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the District. The District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. All external web sites linked with any District web page must prominently display the following disclaimer:

*This is not an official web site of the District. The Southern Local School District does not control and cannot guarantee the timeliness or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site.*

As appropriate, the District may also request such a disclaimer on external web sites that relate directly to District activities, programs or events.

#### *11. Failure to Follow Policy*

Your use of the Network is a privilege, not a right. If you violate this Policy, you will be subject to having your access to the Network terminated, which the District may refuse to reinstate for the remainder of your employment by the District. You may face disciplinary actions, and your employment may be terminated for violations.

You breach this Policy not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to your attention. A violation of this Policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution.

It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise your network or internet activities that would otherwise be a violation of this policy.

#### *12. Warranties and Indemnification*

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any staff member arising out of the staff member's use of, or inability to use, the Network. Each staff member is responsible for backing up his or her files. The District is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the staff member's own risk.

By accessing the Network, you are agreeing to cooperate with the District in the event of the District initiating an investigation of use or access to the Network through your account, whether that use is on a District computer or on another computer outside

of the Network. By accessing the Network, you are further agreeing to indemnify and hold the District and the Internet Service Provider and all of the District administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorneys' fees) resulting from access to and use of the Network through your account, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

### *13. Updates*

You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology. You must provide this information in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Director of Technology or other person designated by the District to receive this information.

If you do not understand any item in this policy; it is your obligation to seek clarification from your supervisor and/or the Director of Technology before taking any action covered under this policy.

I have received a copy of the Network Acceptable Use Policy on this date, and I agree to abide by its provisions in my use of the District Network.

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Employee Signature

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Date

Please sign and date this form and return to the office as soon as possible. Thank you!

