
ADMINISTRATIVE REGULATIONS
SECTION: Curriculum
SUBJECT: Acceptable Use of the Electronic
Communications System

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All employees are given access to the district's electronic communications system. Through this system employees will be able to communicate with other schools, colleges, organizations, and individuals and will have access to hundreds of databases, libraries, and computer services.

With this educational opportunity comes responsibility. It is important that employees read the District policy, administrative regulations, and agreement form and ask questions if help is needed in understanding them. District policy and administrative regulations are found on the District web site and on each campus. All employees are required to sign an Appropriate Use Employee Agreement Form each year. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible to access material that one might find objectionable. While the District will take reasonable steps to restrict access to such material (including the use of an Internet content filter), it is impossible to guarantee that such access cannot or will not be gained. It is the responsibility of each employee to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- Accounts are to be used mainly for educational purposes. Limited personal use is permitted if the use
 - Imposes no tangible cost to the district;
 - Does not unduly burden the district's computer or network resources, and
 - Has no adverse effect on an employee's job performance or on a student's academic performance
- Employees will be held responsible at all times for the proper use of their account, and the District may suspend or revoke access if rules are violated.
- Remember that people who receive e-mail with a school address might think the message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.

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- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.