

Staff Use of Fargo Public School District Information Network

The Fargo Public School District (“District”) will provide access to electronic resources appropriate for an employee’s job function. This will include a network account, network storage, and email account administered by the District. Electronic devices will either be assigned or made available to District employees for accessing network resources. Administration of employee access to electronic resources shall be coordinated through the Human Capital Department in collaboration with the Information Technology Department.

Use of District electronic resources 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. These requirements apply to all District created and owned accounts, any use of the District network, including use by a personal electronic device, and electronic devices supplied by the District.

Intended Use

The District’s electronic resources should be used to serve the educational and operational mission and goals of the District. Electronic documents and email correspondence created using District electronic resources are subject to the North Dakota Open Records laws (NDCC ch. 40-04) and the confidentiality provisions provided for in state law and federal law, including 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 District resources and the use of electronic resources at any time. Emails sent to or from District accounts are automatically saved for three (3) years. Users may choose to save email messages for a longer period by printing or manually saving messages as text files in accordance with District records-retention requirements.

Due to the potentially sensitive nature of student information in email messages, staff members are prohibited from setting 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 that account and for its proper use. Violations of this policy may lead to disciplinary action, up to and including termination of employment.

The following actions are prohibited:

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 of web filtering software by the District does not imply that pornographic material not expressly blocked by the filter is allowed. Accessing pornographic or sexually explicit content on

personal devices while on District property or while connected to District Networks is prohibited.

- b. Information encouraging the use of tobacco, alcohol, or controlled substances, or otherwise promoting 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. 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, administrative, or elevated 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 District electronic resources.
 9. Commercial and/or excessive personal use of District 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 District 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 District email automatically to a non-District account without regard to content.

A policy governing electronic conduct cannot be all inclusive. The District 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 District.

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