

(School District)
Staff Network/Internet Acceptable Use Policy

Introduction

We are pleased to offer the staff of (School District) 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.)

Network/Internet - Terms and Conditions

It is the policy of (School District) that staff 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.

(School District) expects that all staff will use electronic mail and the Internet and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and staff are encouraged by administration to check and read 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 rights to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse.

In general, staff is expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail is not to be utilized to share confidential information about students or other employees. Staff can direct a colleague's attention to information residing on the district's data warehouse. 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:

- Sharing confidential information on students or employees.
- Sending or displaying offensive messages or pictures.
- Accessing material that is obscene, pornographic, or child pornography.
- Sending mass e-mail 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.
- Connecting personal laptops to network.
- Violating copyright laws and licensing agreements.
- Using others' passwords.
- Trespassing in others' folders, documents, or files.
- Intentionally wasting limited resources.
- Using the network for any advertisement or solicitation without approval from the superintendent.
- Employing the network for commercial purposes, financial gain, or fraud.
- Promoting, supporting or celebrating religion or religious institutions.
- All other behaviors deemed inappropriate by the Board of Education.

In addition, staff members will make use of strong passwords for their network and e-mail user IDs. Lack of strong passwords makes these areas vulnerable to hacking and other harmful activities on the network. A strong password consists of at least six characters that are a combination of letters, numbers and symbols (@, #, \$, %, etc.). Passwords are typically case-sensitive, so a strong password contains letters in both uppercase and lowercase. Strong passwords also do not contain words that can be found in a dictionary or parts of the user's own name.

The Director of Technology and/or supervisors will report inappropriate behaviors to the superintendent or designee. Violations may result in a loss of access and/or the progressive disciplinary policies outlined in contractual agreements may be put into action. When applicable, law enforcement agencies may be involved.

Note to Staff: The right to free speech guaranteed under the constitution is not granted to a staff member using district e-mail.

(School Districts') Internet Acceptable User Policy, approved by the (School District) Board,
(Date).

(SCHOOL DISTRICT)
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 _____

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