

STAFF E-MAIL, INTERNET ACCESS, AND TECHNOLOGY PRIVACY

Purpose

The purpose of this policy is to define the proper use of electronic mail (e-mail) and Internet services by staff members in the School District.

Policy

It is the responsibility of each employee to ensure that this technology is used for proper educational purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the School District are intended primarily for educational uses and work-related communications only. The following are uses that are unacceptable under any circumstances:

- The transmission, posting, or downloading, of any language or images which are pornographic or of a graphic sexual nature.
- The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, gender, age, religion, national origin, or sexual orientation.
- The transmission of messages or any other content which would be perceived by a reasonable person to be harassing, demeaning, threatening, disruptive or inconsistent with the Board's policies concerning equal employment opportunity or sexual harassment.
- Uses that constitute defamation (libel or slander).
- Uses that violate copyright laws.
- Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, "hacking" and other related activities or the transmission of a computer virus or an excessively large e-mail attachment).
- Any commercial or profit-making activities.
- Any fundraising activities, unless specifically authorized by the appropriate authorized administrator.

- Any personal use or uses which are inconsistent with the educational goals and objectives of the School District.

Security and Integrity

Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Staff members shall report to the I.T. Director or to a School District Administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

On-Line Purchases

A staff member shall only use the network to make on-line purchases or payments for goods and services if the goods or services are being purchased by or on behalf of the School District. Such purchases or payments must still have the prior authorization of the building principal or Superintendent's designee.

Right of Access

The operational and security needs of the District's computer network, computers, telephones, voice mails, and other messaging systems require that full access be available at all times. The School District, therefore, reserves the right to access, inspect, and review any computer, device, telephone system, voice mails, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the School District and staff members should have no expectation that any messages sent or received on the School District's systems will be private.

Adopted: July 18, 2006