



## **Board Policy 5330F: Employee Electronic Mail and Online Services Use Policy Acknowledgment**

Joint School District #171 makes electronic communications and Internet access available to all personnel and students. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

### **Network Etiquette:**

The District expects system users to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Be polite; messages typed in capital letters are equivalent to shouting and are considered rude.
2. Use appropriate language; do not send messages that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation.
3. Do not use another person's account.
4. Log out when you are finished using the system.
5. Conserve District resources related to electronic information and communications.

### **Internet Safety:**

System users may not consider all materials on the Internet to be of educational value, in the context of the school setting. The District will utilize filtering software in order to prevent system users from accessing material that is obscene, pornographic, or harmful to minors, as defined by the Children's Internet Protection Act. Staff may request that a school administrator or his or her designee exclude a specific site from Internet filtering, for the purpose of bona fide research, or other educational project.

### **Acceptable Use:**

Use of your network account must be in support of education and research, and consistent with the educational objectives of the District. The District reserves the right to prioritize use and access to the system. The District prohibits transmission of any material that violates any US or State law or regulation. Forbidden items include material that is:

1. Copyrighted,
2. Threatening, pornographic, obscene, or designed to damage a person's reputation,
3. Protected by a trade secret,
4. For commercial purposes.
5. Advertising for a product, or



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### **6. Political lobbying.**

The District allows limited personal use of the system, if the use:

1. Imposes no tangible cost to the District,
2. Does not unduly burden the District's computer and network resources,
3. Has no adverse effect on an employee's job performance, and
4. Has no adverse effect on a student's academic performance.

### **Vandalism:**

Vandalism is defined as any malicious attempt to harm or destroy district equipment or data, data of another user, this network, or other connected networks. Vandalism includes, but is not limited to, downloading, uploading or creation of computer viruses. Vandalism may result in cancellation of privileges and/or disciplinary action up to and including dismissal.

### **Security:**

No computer/network/email/Internet use is private. All users must use only their login or accounts, may not share their login, and shall not leave a computer open and unsupervised while they are logged in. All users shall lock a computer when leaving it unsupervised. If you feel that you can identify a security problem on the network you must notify a system administrator; do not demonstrate the problem to others. Authorized personnel may review all of the District's system resources and content in the performance of their official duties and forward forbidden items to the applicable the appropriate supervisor and to law enforcement personnel, if necessary. All users are responsible for all activities performed by their account; engagement in prohibited activities by District employees is grounds for dismissal.

### **Privileges:**

All system users shall acknowledge receipt and understanding of administrative regulation governing use of the system, shall agree in writing to comply with such regulations and guidelines, and shall allow monitoring of their system use. System administrators, school administrators, directors, and the Superintendent will cooperatively determine what comprises inappropriate use. In the performance of their official duties, system administrators may close an account at any time.

### **Warranty:**

Joint School District #171 makes no warranties of any kind, whether expressed or implied, for the District systems. The District will not be responsible for any damages system users may



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suffer, with respect to any services provided by the system. This includes the loss of data resulting from delays, no deliveries, missed deliveries, or service interruptions caused by its own negligence, errors, or omissions of system users. The District does not warrant that the system will be uninterrupted or error free, or that system defects will be corrected. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

I  understand and will abide by the  
(Printed Name)

above Internet Safety/Use Agreement. 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 taken.

I have read and been informed about the content, procedures, and expectations of the Employee Electronic Mail and On-Line Services Use Policy. I have received a copy of the policy and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

Employee Signature

Employee Printed Name

Date

### **Policy History:**

Adopted on:

Revised on:

Reviewed on: