

**REGULATIONS FOR EMPLOYEE COMPUTER
AND INTERNET USE**

These regulations implement Board policy “Employee Computer and Internet Use.” The intent of these regulations is to provide employees with general requirements for utilizing the school department’s computers, networks and Internet services. More specific administrative procedures and regulations governing day-to-day management and operation of the computer system may supplement the Board policy and these regulations as necessary and appropriate.

These regulations provide general guidelines and examples of acceptable and prohibited uses for illustrative purposes but do not attempt to state all such uses. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator and/or the building principal.

Failure to comply with the Board policy, these regulations and/or other established procedures or regulations governing computer use may result in disciplinary action, up to and including discharge. Illegal uses of the school department’s computers will also result in referral to law enforcement authorities.

A. Access to School Computers, Networks and Internet Services

The level of access that employees have to school department computers, networks and Internet services is based upon specific employee job requirements and needs, such as access to departmental and/or administrative records/files; student attendance, conduct, discipline and/or special education files.

B. Acceptable Use

Employees access to the school department’s computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with the school department’s educational mission, curriculum and instructional goals. Any use that is consistent with the educational goals, academic mission, or other established policies, procedures or regulations of the school department is an acceptable and encouraged use. General rules and expectations for professional behavior and communication apply to use of the school department’s computers, networks and Internet services.

Employees are encouraged to utilize the school department's computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users and is consistent with appropriate professional conduct. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with these regulations as well as all other applicable policies and procedures.

C. Prohibited Use

Any use which is determined to be inconsistent with the educational goals, academic mission, or other established policies, procedures or regulations of the school department is understood to be prohibited. Further, any use which results in an intentional breach, or attempt to breach, system security, damage to the system, equipment, network, or other school department technologies is understood to be prohibited.

Some examples of use determined to be both intentional and prohibited may be, but are not meant to be, limited to:

1. Any use that is illegal or in violation of other Board policies.
2. Any use involving materials that are obscene, sexually explicit or sexually suggestive that is inconsistent with the educational goals, academic mission, and approved curricula of the school department.
3. Any inappropriate communications with students, minors, non-school personnel or staff.
4. Any use for private financial gain, or commercial advertising or solicitation purposes.
5. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or a non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit. This is not meant to prohibit employees from

participation and communication in professional and educational listservs and bulletin boards. No employee shall knowingly provide school e-mail addresses of others to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. **Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or system administrator.**

6. Any communication that represents personal views as those of the school department.
7. Copying, downloading, installing/removing software or applications without permission from the system administrator or designee.
8. Opening or forwarding any e-mail **attachments** (executable files) from unidentified and/or unsolicited sources that may contain malicious code (i.e. viruses, "Trojan horses," etc.).
9. Sending district-wide, or greater, e-mails to school users or outside parties for school or non-school purposes without the permission of the system administrator or designee. Sending an e-mail to a professional educational listserv is not considered sending a mass e-mail.
10. Malicious use or disruption of the school department's computers, networks and Internet services and/or breach of security features.
11. Misuse or damage to the school department's computer equipment or technology resources.
12. Misuse and/or sharing of computer passwords/accounts, including accessing the systems and/or data of other users without permission or authorization from the system administrator or designee. In the event of an unknown or lost password an employee should contact the building technology staff or system administrator.
13. Communications that do not adhere to professional standards.
14. Attempts to access in appropriate sites or to encourage others to do so.

15. Failing to report a known breach of computer security to an administrator or supervisor.
16. Using school computers, networks and Internet services after such access has been denied or revoked.
17. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these regulations.

D. No Expectation of Privacy

The school department retains control, custody and supervision of all computer networks and Internet services owned or leased by the school department. The school department reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

E. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Records and other documents stored electronically that are sensitive in nature are to be treated in the same manner. Every reasonable effort will be undertaken to maintain information in a secure manner.

Employees have no expectation of privacy in their use of school computers. However, the school department does understand that a certain number of its computers are used primarily or exclusively as employee work stations. The school department recognizes that employees may, therefore, use these computers to develop and store professionally important files. If the school department deems it necessary to delete or risk deletion of such files, it will make a reasonable effort to contact the employee prior to such action. Employees are reminded to routinely back up professionally important files.

F. Staff Responsibilities to Students

Teachers, staff members and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. In no case will students be allowed unsupervised and/or unlimited access to Internet resources. Teachers, staff members and volunteers are

expected to be familiar with the school department's policies and regulations concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform a building administrator and appropriate technology staff.

G. Compensation for Losses, Costs and/or Damages

The employee may be responsible for any losses, costs or damages incurred by the school department related to employee violations of the Board policy and/or these regulations.

H. School Department Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school department assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations and/or violations of software licensing.

I. Employee Acknowledgement Required

Each employee and volunteer authorized to access the school department's computers, networks and Internet services is required to sign an acknowledgement form stating that he/she has read the Board policy and these regulations, as well as the Board policy and regulations for student computer and internet use. The acknowledgement form will be retained in the employee's personnel file.

Cross Reference: File: GSCA "Employee Computer and Internet Use"
File: IJNDB "Student Computer and Internet Use"
File: IJNDB-R "Regulations for Student Computer and Internet Use"
File: EGAD "Copyright Compliance"
File: IJJ "Selection of Textbook and Educational Material"

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