

**DISTRICT STAFF ACCEPTABLE USE POLICY FOR
ACCESSING COMPUTERS AND ELECTRONIC COMMUNICATIONS SYSTEMS**

Internet access is a privilege available to employees and other designated individuals of North Scott School District (NSCSD). The goal in providing this service is to promote educational excellence at NSCSD by facilitating communications for resource sharing, collaborative work, and innovation. Access to internet resources also brings the possibility of encountering material that may not be considered to be of educational value in the context of the school setting. The district has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials. Although an industrious user may discover controversial information, the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with district educational goals.

The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The following rules of acceptable use are provided so that users are aware of the ethical and legal responsibilities associated with the use of network resources.

Rules of Acceptable Use:

A. General Use:

- Access to the district's electronic communications system is a privilege, not a right. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies.
- System users shall keep their passwords confidential. System users may not use another person's system account or e-mail account without written permission.
- Attempts to log in to any computer network beyond the user's authorized level of access may result in immediate cancellation of user privileges or other disciplinary action.
- Staff may not allow students to access the network through a staff account.
- Any infraction or suspicion of an infraction of the Student Acceptable Use Policy by a student under your supervision shall be reported to the building media specialist, building principal or the building administration.
- The district, in its sole discretion, has the right to determine who is, or is not given access to the NSCSD electronic communications systems.

B. Internet/Electronic Communications Use:

- Access to the district's electronic communications system, including the internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.
- Use of the NSCSD electronic communications systems shall not be considered confidential and is monitored 24 hours a day. There is no expectation of privacy. All internet activity of bypass accounts is recorded.
- Use for commercial activities or political lobbying is prohibited.

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- The use of NSCSD computers is for administrative, classroom, educational, and research uses only. Computers and all attached peripherals and installed software are not the personal property of the staff member they are assigned to. The district and the district designated staff have the right to review what is on any computer or network server at any time.
- Users are expected to abide by the generally accepted rules of network etiquette (netiquette). These include (but are not limited to) the following:
- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
- Revealing personal addresses or phone numbers of others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users (such as, but not limited to, chain letters, animated emails, or accessing real audio for extended periods of time) is prohibited.

C. Computer Ethics:

- Access, copying, or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, or material protected by trade secret.
- Vandalism – any malicious attempt to harm, modify, or destroy district equipment or materials, data of another user of the district’s system, or any of the agencies or other networks that are connected to the internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and administrative procedures, and possibly as criminal activity under applicable state and federal laws.
- This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.
- When using NSCSD computer labs, the media specialist will provide or arrange for proper supervision of students.

D. Restrictions:

- Building faculty members may not move computer equipment or peripheral devices such as printers, or make modifications to computer hardware or configurations unless discussed with a member of the district technology staff. Request for moving equipment or making modifications should be submitted in a service request to the building media specialist.
- Installation of software, both new and revised, should be submitted in a service request to the building media specialist who will enter this on the district’s help desk.
- All web pages created for the NSCSD web site or individual or school pages / blogs must comply with the NSCSD internet and web standards, and must be approved by the building administration and posted via the district web team and or district technology staff.

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- The enclosure of student information in electronic communications or web pages viewed outside of the district is forbidden by COPPA (Children's Online Privacy Protection Act).
- Non-district equipment may not be used in school buildings or on the district network unless approved and set up by a member of the technology department.

Consequences:

Violation of any of the policies described above may result in employee disciplinary action, which could include:

- Reprimand, verbal and written
- Loss of network privileges
- Financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.
- Termination
- Criminal charges

Disclaimer of Liability:

The district technology staff or the district internet provider shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by the user. The district or technology staff shall not be responsible for ensuring the accuracy or usability of any information found on the internet.

The district or technology staff does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or that the system will be uninterrupted or error-free.

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I understand and will abide by the NSCSD Acceptable Use Policy for Internet and Computer Systems. I have also read and understand the Student Acceptable Use Policy (instructional staff only). I further understand noncompliance with applicable rules and regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Name: _____
Please print

Signature _____ Date: ____/____/____

Building/Location: _____ Position: _____

Release Form for Display of Employee Photograph on the Internet

The purpose of displaying employee photographs on the district web site or a building web site is to inform others of NSCSD professional staffing, learning activities, and programs. Please indicate your preference by checking the appropriate space below. (Employee names and e-mail addresses are considered directory information and are available to the public.)

____ I give my permission for my photograph to be published on a building or district web page.

____ I do not give my permission for my photograph to be published on a building or district web page.

Signature: _____

Approved: May 10, 2010
Reviewed: May 11, 2015
Revised: