

## **EMPLOYEE COMPUTER AND INTERNET USE**

### Statement of Purpose

The purpose of this policy is to articulate the School Board's expectations with respect to maintaining an education and work environment that promotes ethical and responsible conduct in the use of telecommunications and electronic resources by staff and volunteers. The District's computers, network and Internet access are provided to support the educational mission of the schools.

### Statement of Policy

This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

The School Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction, student learning, interaction by and between staff members, etc.

The Board encourages staff and/or volunteers to make use of District computer networks to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that the use of District computer networks will expedite the sharing of effective practices and lessons across the District and will help staff stay on the leading edge of practice.

Employees are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the accompanying rules.

Employees are provided the use of school computers to fulfill their job responsibilities and privately-owned computers may not be used by employees at school. A privately-owned computer brought to school without authorization may be confiscated.

The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways in the performance of tasks associated with their positions and assignments. To support that expectation, the Board directs the Superintendent to provide staff with training in the proper and effective use of telecommunications and electronic mail.

School unit computers, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with an employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy/procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications which do not interfere or conflict with his/her job responsibilities.

Communication over District computer networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Privacy in these communications is not guaranteed. Electronic mail should not be utilized by employees to share

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confidential information about students or other employees unless this is necessary to carry out the responsibilities of their position. The District reserves the right to access stored records in order to ascertain compliance with guidelines for acceptable use of District computer networks.

Compliance with this policy and the accompanying rules concerning computer use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's computers shall be subject to disciplinary action, up to and including termination. Illegal use of the school unit's computers will also result in referral to law enforcement.

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, computer start-up page and/or other means selected by the Superintendent.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented, consistent with Board policies and rules.

## **District Guidelines for Network Access**

The Sanborn Regional School District has established guidelines for staff and volunteer users of the District computer networks.

In general, employees and/or volunteers are expected to communicate in a professional manner consistent with the state laws governing behavior of school employees and with federal laws governing copyrights.

The Board directs the Superintendent to specify those behaviors, which are permitted, and those not permitted, as well as appropriate procedures to guide employee and/or volunteer use. In addition, the following behaviors are not permitted on District computer networks:

1. Users will not use the network for illegal, inappropriate or obscene purposes.
2. Users will not access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
3. Users will not use the network for any product or service announcement or political lobbying.
4. Users will not use the network for financial gain.
5. Users will not attempt to access unauthorized accounts or files.
6. Users will not create or distribute computer viruses.

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7. Users will not use software or files in a manner that will violate copyright law.
8. Users will not engage in harassment, insults or attacks on other users.

The Board also authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Formally: EHA

Related Policies: IJND

Effective: November 28, 2001

Revised: August 11, 2010