

## STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

### A. Purpose

The primary priority of the technology is to improve student learning. Technology should always encompass teaching, learning, and management.

The purpose of this policy is to set forth policies and guidelines for access to Smith-Green technology resources and acceptable use of the Internet. Reference to this policy will be included in employee and student handbooks.

### B. Philosophy

In making decisions regarding access to school district technology resources and to the Internet, Smith-Green considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Smith-Green technology resources and to the Internet enables users to explore thousands of libraries, databases, bulletin boards, and other resources from around the world. Smith-Green expects that faculty will blend thoughtful use of the school district technology resources and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### C. Limited Educational Purpose

Smith-Green is providing students and employees with access to the school district's technology resources, which includes Internet access. The school district network has limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of Smith-Green and district/school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

### D. Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. In order to access the system, a user must certify they have read and will comply with the use guidelines and must not have had his or her user privileges withdrawn or terminated within the twelve (12) preceding months for any policy violations.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of school district technology resources or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate district/school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

## E. Unacceptable Uses

1. The following uses of school district technology resources and the Internet or accounts are considered unacceptable (please note that this list is not exhaustive and is at the discretion of school district officials):
  - a. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
  - b. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
  - c. Users will not use the school district system to access, review, upload, download, store, print, post, nor distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
  - d. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute bullying, harassment or discrimination. This restriction will not apply to access and review of materials within the context approved research conducted under the direct supervision of a teacher for a class assignment.
  - e. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, nor to bully or harass another person, nor to engage in personal attacks, including prejudicial or discriminatory attacks.
  - f. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
  - g. Users will not use the school district system to vandalize, damage or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading viruses or by any other means; will not tamper with, modify or change school district software, hardware or wiring or take any action to violate or circumvent the school district systems security; and will not use the school district system in such a way as to disrupt the use of the system by other users.
  - h. Users will not use the school district system to gain unauthorized access to information resources or another person's materials, information or files.
  - i. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.
  - j. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, nor attempt to log in through another person's account, nor use computer accounts, access codes or network identification other than those assigned to the user.
  - k. Users will not use the school district system to violate copyright laws, or usage licensing agreements, nor otherwise to use another person's property without the person's prior approval or proper citation, including downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet or elsewhere.

- l. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisements. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- m. Users will not use the school district system to access any material or resource which results in Smith-Green receiving an unauthorized billing.
- n. Users will not use excessive data storage or network bandwidth for non-school related purposes. This use includes unauthorized file downloads, Internet radio or video, peer-to-peer file sharing, chat rooms, games, instant messaging, or the transfer of unusually large or numerous files or e-mail messages.
- o. Users will not use personal property to gain access to the school district system without proper authorization from a district official.
- p. Users will not attempt to connect their own device to the school district's system without prior authorization from a district official.
- q. Users will not use the school district's system to do anything that would be considered bullying by use of electronic means (Cyber-bullying).
- r. Users will not use portable media (flash storage) to load games, music or other non-school related media onto school devices.

These principles and guidelines are extended to networks and information technology resources outside of the school district which are accessed through the district network via the Internet or other means. Networks or information technology resource providers outside of the district may, in turn, impose additional conditions of appropriate use which the user is responsible to observe when using those resources.

2. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A student may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

F. Consistency with Other School Policies

1. Use of the school district systems and use of the Internet shall be consistent with school district policies and the mission of the school district.

G. No Expectation of Privacy

1. By authorizing use of the school district systems, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on the school district system.
2. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
3. An individual investigation or search may be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

4. School district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under state or federal laws.
5. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district system.

#### H. Internet Use Agreement

1. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
2. This policy requires the permission of and supervision by the school district's designated professional staff before a student may use a school account or resource to access the Internet.
3. Receipt of student or employee handbook is implied consent of this policy.

#### I. Social Networking Education

The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and cyber-bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and cyber-bullying awareness and response.

#### J. Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media or technology equipment, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

#### K. User Notification

All users shall be given information on how to obtain a copy of the school district policies relating to Internet via student and employee handbooks.

**Please complete the following information:**

Staff Member's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_

I have read and agree to abide by the Staff Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Staff Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to the Network/Internet to individuals who violate the Staff Network and Internet Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement, State law and/or Board Policy.**

Updated 2-29-2012