

## **STAFF USE OF DISTRICT'S COMPUTER NETWORK AND INTERNET SERVICES**

### **User Responsibilities**

It is the responsibility of any person using the SBRSD network (local area network/Intranet/Internet) to read, understand, and follow this policy. In addition, users are expected to exercise reasonable judgment in interpreting this policy and in making decisions about the use of the SBRSD network. Any person with questions regarding the application or meaning of this policy should seek clarification from the Technology Coordinator or the Superintendent. Failure to observe this policy may subject individuals to disciplinary action, including termination of their network account.

### **Acceptable Uses**

The SBRSD firmly believes that the SBRSD network empowers users and makes their jobs more fulfilling by allowing them to serve the children of the SBRSD. As such, users are encouraged to use the SBRSD network to the fullest extent in pursuit of the SBRSD's goals and objectives.

### **Unacceptable Uses of the SBRSD Network**

It is unacceptable for any person to use the SBRSD network:

- in furtherance of any illegal act;
- For any political purpose;
- for any commercial purpose;
- to access or share sexually explicit, obscene, or otherwise inappropriate materials;
- for any use that causes interference with or disruption of network users and resources;
- to intercept communications intended for other persons;
- to misrepresent either the SBRSD or a person's role at the SBRSD;
- to distribute chain letters.
- to send messages intended to harass, intimidate, or threaten any individual.

### **Data Confidentiality**

In the course of performing their jobs, SBRSD network subscribers may have access to confidential or proprietary information, such as personal data about identifiable individuals or commercial information about business organizations. Under no circumstances is it permissible to acquire access to confidential data unless such access is required by their jobs. Under no circumstances may they disseminate any confidential information that they have rightful access to, unless such dissemination is required by their jobs.

### **Copyright Protection**

Computer programs are valuable intellectual property. Software publishers can be very aggressive in protecting their property rights from infringement. In addition to software, legal protections can also exist for any information published on the Internet, such as the text and graphics on a web site. As such, it is important that users respect the rights of intellectual property owners. Users should exercise care and judgment when copying or distributing computer programs or information that could reasonably be expected to be copyrighted.

### **Computer Viruses**

Users should exercise reasonable precautions in order to prevent the introduction of a computer virus into the SBRSD network. Users should not open e-mails from unknown senders. Furthermore, users should show caution in visiting websites from questionable sources. Anti-virus software will be installed on all district owned computers. While that software should update and scan automatically,

users are to contact the Technology Coordinator if they perceive the software is not functioning correctly. District personnel bringing external hard drives to school, such as USB drives also known as flash or pen drives, shall ensure that these drives are scanned by the systems anti-virus prior to accessing files in them.

### **E-mail**

District personnel should consider e-mail messages to be the equivalent of letters sent on official letterhead since e-mail addresses identify the organization that sent the message ([username@sbrsd.org](mailto:username@sbrsd.org)). District personnel shall ensure that all e-mails are written in a professional and courteous tone. Staff e-mail is for use in performing daily duties related to the District; personal e-mail accounts should be used outside of school. When contacting students via e-mail, staff should only contact students through the students' school provided e-mail address ([username@students.sbrsd.org](mailto:username@students.sbrsd.org)). Finally, users should remember that email can be stored, copied, printed, or forwarded by recipients. As such, users should not write anything in an e-mail message that they would not feel just as comfortable putting into a memorandum. Note: the Supreme Court has determined that e-mail generate from a Public Institution is a public record. E-mails generated on the district's system are public record.

### **Staff Homepages, Websites & Social Networking:**

Staff are provided homepages for the posting of homework, documents, links, and classroom calendars. Staff are not to create additional sites for classroom content, student interaction, or extra-curricular activities without prior written permission from the Technology Coordinator. Staff shall not engage with students on social networks, video sharing, or other sharing types of sites that are of a personal nature. Staff may only engage students in these types of sites if the site is school related and has been approved by the Technology Coordinator.

### **No Expectation of Privacy**

The SBRSD network is the property of the SBRSD and is to be used in conformance with this policy. The SBRSD retains, and when reasonable and in pursuit of legitimate needs for supervision, control, and the efficient and proper operation of the service, the SBRSD will exercise the right to inspect any user's local hard drive, the SBRSD network users' directory (h drive), email account or personal web space, any data contained in it, and any data sent or received. Users should be aware that network administrators, in order to ensure proper network operations, routinely monitor network traffic. Use of The SBRSD network (local area network/Intranet/Internet) constitutes express consent for the network administrators to monitor and/or inspect any data that users create or receive, any messages they send or receive, and any web sites that they access. **Disclaimer:** THE SBRSD DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SBRSD shall not be liable for any damage that user may suffer arising out of use, or inability to use, the SBRSD network service. IN NO EVENT WILL SBRSD BE LIABLE FOR ANY OTHER DAMAGES, INCLUDING LOSS OF DATA, OR OTHER SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THE PURCHASE, USE OR PERFORMANCE OF THE SBRSD NETWORK SERVICE.

Adopted: 03.15.12