

EMPLOYEE NETWORK ACCEPTABLE USE POLICY

In accordance with the Children's Internet Protection Act, December 2000, the Rosendale-Brandon School District has revised the Acceptable Use Policy to comply with all federal requirements. Every Rosendale Brandon School District employee will be required to sign this acceptable use policy. Employees are encouraged to learn and use available technology resources in a creative and productive way. However, there are some limitations on how these resources may be used.

RATIONALE/PHILOSOPHY

In the information age, the acquisition of information-gathering skills demands the ability to access information electronically. The Rosendale Brandon School District is pleased to offer staff and students access to technology and information as a means to promote lifelong learning as well as educational and organizational excellence.

INTERNET USES

Use of the electronic information resources in the School District shall be to improve and support the educational process by providing access to global information and improving communication among students, employees of Rosendale-Brandon School District, parents, and community members. The District staff and parents/guardians are responsible for modeling, conveying and discussing responsible behaviors associated with Internet access with their students and children. The District staff is also responsible for monitoring student use of the Internet in their classrooms. Ultimately, the student is accountable for all activities conducted while on-line. Parents must grant permission for their child to independently use the Internet with teacher supervision.

All Internet or computer equipment use shall be consistent with the purposes, goals, and policies of the School District. It is imperative that users of the Internet or computer equipment conduct themselves in a responsible, ethical, moral, and polite manner. All participants must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy. You should assume no personal privacy when using District computer equipment.

DISTRICT EMAIL

District email should be used for transacting district business. This includes communications among staff members, and between staff members and parents, students, consultants and other outside resources. Student IEP documents should not be communicated via email. In addition, email discussions regarding students should always be factual and not judgment-based.

EMAIL PRIVACY

How the district uses email is influenced by public records law (MPRL), Freedom of Information Act (FOIA) requirements, the Family Educational Rights and Privacy Act (FERPA) and common sense. All District email is archived for seven years. Personal messages sent using the District system may be subject to

publication requests and discovery. You should assume no personal privacy when using email. All communications using email are owned by the District.

IMPERMISSIBLE INTERNET & COMPUTER EQUIPMENT USES

The following uses of the Internet & computer equipment are prohibited:

- Any violation of applicable school or district policy or public law by such use;
- Any activity that is immoral or contrary to the high moral standards which must be maintained in an educational setting;
- Any attempt to bypass state, district, or school security (e.g. bypassing proxies or hacking servers or work stations) is forbidden;
- Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, threatening, disrespectful, illegal or otherwise inappropriate images or information, or receiving such information from others;
- Any commercial use, product advertisement, display of private information, or promotion of political candidates;
- Any violation of copyright, trade secret or trademark laws;
- Any attempt to damage, disrupt or interfere with the use of any computer electronic information resources or services;
- Any attempt to access information beyond the users authorized access to any electronic information resource;
- Any destruction, defacement, theft, or altering of school district equipment;
- Any storing or accessing of illegal, inappropriate, or obscene material on district owned electronic equipment;
- The permitting of any student access to electronic grade books or other confidential information;
- Any excessive non-work related computer use during work hours;
- Non-work related computer use during student contact time or scheduled staff work time.
- Any attempt to post, list, advertise, sell or lend a non-Rosendale-Brandon School District product or service / personal items.

PRIVILEGE

The use of the Internet and computer equipment within the School District is a privilege. Violation of this policy can result in the loss of computer access privileges. Employee violations will be addressed in accordance with the disciplinary procedures that are outlined in the appropriate collective bargaining agreement.

- The School District reserves the right to monitor and review any material on any machine at anytime in order for the District to determine any inappropriate use of network services.

DISCLAIMER OF ALL WARRANTIES

The School District makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or computer equipment. Neither the School District nor any supporting Internet services will be responsible for any damages that an Internet user suffers. The School District expressly disclaims any liability in connection with the loss of data resulting from delays, failure to deliver data, mistaken deliveries, viruses, backup device failure, or service interruptions caused by the School District or the Internet provider or by the users error or omissions. Use of any information obtained via the Internet is at the user's own risk. The School District expressly denies any responsibility for the

accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

SECURITY

Rosendale-Brandon School District will implement security procedures on Internet access to protect students from seeing objectionable materials and to prevent unauthorized individuals from gaining access to our network. Employees are responsible for the security of their computer equipment, files and passwords. Employees with access to student records may not use, release, or share these records except as authorized by Federal, State, or Local laws. Employees are responsible for any accounts they may have. Sharing of any usernames or passwords to anyone is not permissible and may result in the loss of account privileges. Employees will be held accountable for any activity under their user account. Any security violations by students or teachers must be reported to school/site administrators.

ENCOUNTER OF CONTROVERSIAL MATERIAL

Internet users may encounter material that is controversial or that the user or administrator may consider inappropriate or offensive. The district has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data, which a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. The School District expressly disclaims any obligation to discover all violations of inappropriate Internet access.

TERMS OF USE

- Only registered employees of the School District, Board of Education members, and limited external organizations qualify for Internet access under this policy.
- Only the authorized users who have signed the user agreement shall have Internet access. Users are ultimately responsible for all activity while using the Internet.
- All Internet or computer equipment access by a School District employee or Board member is automatically terminated upon retirement, resignation, or termination of employment.
- All student computer use must be supervised. Employees who supervise students with access to computer equipment must be familiar with the Rosendale-Brandon School District Student Computer Acceptable Use Policy and be willing to enforce it. Employees must appropriately secure rooms and areas where school computer equipment is housed.

PENALTIES FOR IMPROPER USE

Any violation of this policy or applicable state and federal laws may result in disciplinary action (including the possibility of termination) and/or referral to legal authorities. The site administrator/supervisor or systems administrator may limit, suspend, or revoke access to electronic resources at any time. The District will cooperate fully with local, state, or federal officials in any investigation concerning any illegal activities conducted through the District's network.

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USER AGREEMENT -
TURN IN TO THE DISTRICT OFFICE

I have read and understand and will abide by the following Rosendale-Brandon School District policies and guidelines:

- Employee Network Acceptable Use, Policy 522.7
- Social Media Guidelines for Faculty and Staff, Guideline 522.7
- Cyber Bullying, Policy 443.7
- Online Forums, Policy 522.8

I further understand that any violations of the above Computer Acceptable Use Policy, when using district electronic information resources, may result in the loss of my access privileges and/or other disciplinary or legal action. This action may include, but not limited to, suspension, probation, or termination of employment. I, therefore, agree to maintain professional standards and to report any misuse of the electronic information resources to my site administrator/supervisor or systems administrator. I understand that my name and picture may appear on the district web site, and I grant permission for my image to appear in school videotapes.

I have read the above policies, guidelines and statement regarding employee network acceptable use and understand what is being required of me during my tenure with the Rosendale-Brandon School District.

Name: _____
(Please Print)

Employee Signature

Date: _____

APPROVED: 4/23/07
REVISED and APPROVED: 7/21/08
REVISED and APPROVED: 4/27/09
REVISED and APPROVED: 12/21/09
REVISED and APPROVED: 11/21/11
REVISED and APPROVED: 10/22/12