

Internet access is available to students, administrators, staff, and teachers in the Grace School District. With access to computers, and people all over the world, also comes the availability of material that may not be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and a user may discover illegal or inappropriate information.

These guidelines are provided so that administrators, teachers, and staff are aware of the responsibilities they must accept. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Grace School District user violates any of these provisions, his or her access will be terminated, and all future access may be denied. This policy references the use of electronic information resources made available to employees by the Grace School District. These resources include, but are not limited to, voice mail, electronic mail, the Internet, and other network files or accounts provided to employees. The District will require all administrators, teachers, and staff to sign an Internet Use Agreement consistent with this policy as a condition of their employment with the District. By opening my e-mail, by sending or receiving information, by logging on to the Internet, or by using any of Grace School District software, I am agreeing to, and understand that this technology has been provided by the District at its own expense, and it is the District's private property and agree to abide by this policy, whether a signed copy is on file with the District or not. It is another tool for my use in educational instruction and communication.

**Acceptable Use -**

- a. 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, or material protected by trade secret. Commercial uses are prohibited.
- b. The Internet may be used for appropriate research.
- c. The Internet may be used for e-mail communication.
- d. Personal e-mail transmissions and Internet activity should be done before school, after school, at breaks, and at lunchtime. During class time the Internet should be used for educational purposes.

**Privileges –**

The use of the Internet is a privilege, not a right, and inappropriate use may result in disciplinary action, including, but not limited to, termination of the administrator, teacher, or staff's employment with Grace School District.

### **Network Etiquette –**

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite. Do not be abusive in your messages to others.
- b. Use appropriate language. Do not use vulgarity or any other inappropriate language. Illegal activities or messages are strictly forbidden.
- c. Do not reveal your personal address, passwords, or phone numbers of yourself, students or colleagues. If you suspect that others may have knowledge of your passwords, you should immediately have them changed by the network administrator.
- d. Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. The network shall not be used in such a way that would disrupt the use of the network by other users.
- f. Any obscene material retrieved from the Internet may result in disciplinary action. The user shall not access or retrieve any obscene or pornographic material from the Internet. Violation of this provision will result in disciplinary action, including, but not limited to, the termination of the employee's employment.
- g. Use or attempted use of another user's password is prohibited.

### **Security –**

Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet. (eg. hacking)

### **Vandalism –**

Vandalism may result in disciplinary action. Vandalism is defined as a malicious attempt to harm or destroy data of another user, Internet, or any other network. This includes but is not limited to, the uploading or creation of computer viruses.

The Administrator, Teacher and/or Staff Member will be required to agree to comply with this policy, and use the Internet for legitimate educational purposes. School district personnel, including administrators, will be given consent to access and review computer files, e-mail transmissions, and other computer data and/or information that is sent or received in order to ensure that the school district computers are being used appropriately. The employee will be required to waive any rights of privacy to any such material that is either received or transmitted over the School District's computers. Any violation may result in access privileges being revoked, and in addition, disciplinary action, including but not limited to, termination of employment may be taken, and/or appropriate legal action may be initiated by the District.

I agree that I will not communicate anything that might be construed as harassment or offensive to others based on race, sex, disability, age, religion or national origin.

Excessive messages with little information for the entire school slows down productivity

and clogs the system, particularly messages with large attachments. I understand that e-mail is an extension of school. I understand that e-mail messages can be traced to the sender even after they have been “deleted”. I am aware that the School may be required to produce e-mail messages if litigation develops.

School may review, audit, and download e-mail messages that I send or receive and may monitor my Internet access. By using these media, I agree to waive any privacy I may have in these communications. If I am found to have created or sent abusive or inappropriate e-mail or participated in non work-related activities with the Internet, such as chat rooms, or downloaded abusive or inappropriate matters from the Internet, I know that I will be subject to discipline. If I have confidential information, I will not bring it to school.

I understand that I have no right of privacy with respect to the School’s software, e-mail or Internet access. I understand that I cannot print, download or send any sexually explicit images, message, cartoons or jokes. If I receive these from another person, I will immediately advise the sender that I am not permitted to receive such information and not to send it again. If I need assistance in responding to situations such as that described above, I will contact my supervisor.

I have read the above policy and understand that when I use, open or access School’s software, e-mail or Internet, I have no right to privacy in their use or the communication or information. If I have questions about whether such activity is appropriate, I will contact my supervisor. I understand that violation of this policy will result in discipline, up to and including termination.

Email accounts may be provided for all certified staff and specific classified staff. Due to licensing issues, not all classified staff will be issued a district email account.

I have read and understand the above listed policy.

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Signature

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Date

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Printed Name

**ADOPTED:      OCTOBER 14, 2009**

**AMENDED:**