



Code No. 402.10R1

INTERNET -APPROPRIATE USE REGULATION

I. Responsibility for Internet Appropriate Use.

A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees. For the purpose of this policy, Internet is defined as:

A collection of more than 20,000 interconnected computer networks involving an estimated 1.5 million computers and 25 million users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.

(1) Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

C. While the District generally discourages employees from using the Internet for personal use, it is aware that in the course of a business day, the need for employees to access the Internet for personal use may arise. The District expects that the Internet is accessed for personal use only during the employee's scheduled break/preparation times. The District also expects that Internet access by employee's will be limited by the provisions in Section III of this regulation.

II. Internet Access.

A. Access to the Internet is available to employees as a source of information and a vehicle of communication.

B. Individual employee electronic mail addresses may be issued to employees.

(1) Making Internet access available to employees carries with it the potential that some employees might encounter information that may not be appropriate. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what employees may locate.

(2) It is a goal to allow staff access to the rich opportunities on the Internet, while we protect the rights of employees who choose not to risk exposure to questionable material.

(3) The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.

(4) Transmission of material, information or software in violation of any board policy or regulation is prohibited.

(5) System users will perform a virus check on downloaded files to avoid spreading computer viruses.

(6) The school district makes no guarantees as to the accuracy of information received on the Internet.

III. Employee Use of Internet.

A. Equal Opportunity - The Internet shall be available to all employees within the school district. The amount of time available for each employee may be limited by the number of available terminals and the demands for each terminal.

B. On-line Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, employees may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

2. Employees should adhere to on-line protocol:

- a. Respect all copyright and license agreements.
- b. Cite all quotes, references and sources.
- c. Remain on the system long enough to get needed information, then exit the system.
- d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

3. Employee access for electronic mail will be through the district's account. Employees should adhere to the following guidelines:

- a. Others may be able to read or access the mail so private/personal messages should not be sent.
- b. Delete unwanted messages immediately.
- c. Use of objectionable language is prohibited.
- d. Always sign messages.

C. Restricted Material -Employees will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; (advertises any product or service not permitted to minors by law); constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs - If an employee gains access to any service via the Internet which has a cost involved or if an employee incurs other types of costs, the employee accessing such a service will be responsible for those costs.

IV. Employee Violations--Consequences and Notifications.

Employees who violate the rules governing the use of the Internet not only will lose the privilege of access, but also may be subject to discipline under other Board policies and rules, depending upon the nature of the conduct. The following sanctions are guidelines only. Depending upon the severity of the conduct, first and second violations may result in a long term or indefinite loss of the privilege or Internet access, as well as lead to disciplinary consequences under other Board policies and rules governing employee conduct.

1. First Violation - A verbal and written "Warning" notice will be issued to the employee. The employee may lose Internet access for a period of up to five (5) days at the discretion of the supervisor. A copy of the notice will be put in the employee's file and a copy provided to the supervisor.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the employee. A copy of the notice will be put in the employee's file and a copy provided to the supervisor. The employee shall forfeit all Internet privileges for a minimum period of up to ten (10) days.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the employee. A copy of the notice will be sent to the employee's file and a copy provided to the supervisor. The employee shall forfeit all Internet privileges for the balance of the school year and may be subjected to discipline under other Board policies.

Approved: May 1, 1997

Reviewed: November 8, 2018

Revised: December 13, 2018