



Code No. 402.10

## INTERNET -APPROPRIATE USE -STAFF

Because technology is a vital part of the school district curriculum and the Internet will be made available to employees, appropriate and equitable use of the Internet will allow employees to access resources unavailable through traditional means.

When an employee has an electronic mail address, the employee will not be permitted to use the address to send and receive personal mail.

The Internet can provide a vast collection of educational resources for employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what employees may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Some employees might encounter information that may not be of educational value. Employee Internet records and access records are confidential records treated like other employee records.

Employees will be instructed on the appropriate use of the Internet. Employees will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Legal References: Iowa Code § 279.8(2005).

**Approved:** May 1, 1997

**Reviewed:** November 8, 2018

**Revised:** December 13, 2018