

Zane Trace Local School District

Computer Network and Internet Acceptable Use Policy

The Zane Trace Local School District is pleased to make available to each staff member access to interconnected computer systems, computer equipment, computer programs, the Internet, electronic mail and other new technologies within the school district (collectively, the Network).

Access to the school district's Network is provided as a privilege and as an employment tool only. In order to continue enjoying access to the Network, each staff member must take responsibility for appropriate and lawful use of this privilege. Staff members are responsible for professional behavior on the Network just as they are in a classroom, school hallway or other school district property. While the school district may make reasonable efforts to supervise staff member use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the staff member.

Each staff member is responsible for reading and abiding by this policy and the Acceptable Use Policy for students. If you have any questions about the provisions of these policies, you should contact the administrator in your school building or the district's technology supervisor. Any use of your account that violates these policies may result in your access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the terms of employment and may result in disciplinary action up to and including termination in accordance with state laws such as 2913.04 (Unauthorized use of property, computer, cable, or telecommunication property) and collective bargaining agreements and referral to law enforcement. The district reserves the right to seek reimbursement of expenses or damages arising from violations of these policies.

1. Reporting Misuse of the Network

In addition to following the terms of this policy, you should report any student misuse of the Network to the district's technology supervisor.

2. Term of the Permitted Use

Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by the school district at any time for any reason. The school district may also limit access depending on student and staff schedules, equipment availability, or other constraints.

3. Access

Network resources are only for use by authorized users. Anonymous use is not permitted, and access may not be shared or transferred. Staff members shall not share their passwords

or otherwise allow anyone to gain unauthorized access to the Network or the Internet. A staff member is subject to disciplinary action for any violations of this policy committed by someone else who, with the staff member's express or implied permission or through the staff member's negligence, accesses the Network with the staff member's password.

4. Purpose and Use

The school district is providing you access to its Network primarily to support legitimate district business. Other brief, incidental and personal uses are permitted from time to time (e.g., receiving an e-mail from a spouse regarding a change in dinner plans, or from a son or daughter about the starting time of a track meet.) Uses that interfere with normal district business or violate district policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of private business. If you have any doubt about whether a contemplated activity is permitted, you may consult with the building administrator or the district's technology supervisor to help you decide if a use is appropriate.

5. Equipment, Desktop and Laptop, etc.

The Zane Trace Local School District provides technology for teachers and students to enhance the teaching process. This equipment in the classroom, or individually approved laptops and equipment that at times may be taken home, are the property of Zane Trace Local School District and need to be regarded with care. Periodic maintenance on laptops or other hardware is required to ensure a safe and reliable tool for the staff. It is your responsibility to make such equipment timely available for maintenance at the request of the technology supervisor. Failure to abide by the above is considered a violation of this policy and could result in disciplinary action in accordance with state law and collective bargaining agreements.

6. Netiquette

All users must abide by the rules of Network etiquette. Among the uses and activities that violate Network etiquette and constitute a violation of this policy are the following:

- (a) Unnecessarily forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender. (Disclaimer instructions sent out to users)
- (b) Intentionally creating technical difficulties for others, such as sending e-mail attachments that are too large to be accommodated by the recipient's system.

- (c) Intentionally using the Network in a manner inconsistent with the professional expectations of a district employee. When using the Network, users should remember that they are representing the district each time the account is used. Communications on the Network need not be formal, but should be professional in appearance and tone according to board adopted staff ethics policy or code of conduct.

7. Unacceptable Uses

Among the uses and activities that are known to be unacceptable and constitute a violation of this policy are the following:

(a) Uses or activities that violate the law or district policy, or that encourage others to violate the law or district policy. Among such uses or activities are the following:

- i. Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or district policy.
- ii. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials.
- iii. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or district policy.
- iv. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, Networks, passwords or computers of others, or intercepting communications intended for others.
- v. Any use that violates copyright law.
- vi. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities
- vii. Engaging in or supporting any kind of private business or activity.

(b) Uses or activities that cause damage to property.

Intentionally uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data, or vandalizing the property of another. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data of another user, other district Network resources, or the use of the district Network to do any of the same acts on the Internet or outside Networks.

(c) Commercial uses

At no time may the Network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of private business. Accessing the Internet for information to be used in a private business, or the transmission of e-mails or other communications between yourself and private business associates or clients of a private business are likewise prohibited

(d) Uses or activities that are unrelated to legitimate District purposes.

The computers, computers network and messaging systems of the school district are intended for education uses and work-related communications. Incidental use of the email and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

(e) Using non-district e-mail.

All use of e-mail for district business must be through the school district's e-mail service. The use of other providers of e-mail for district business is strictly prohibited. Use of district e-mail for operation of private business enterprises, is strictly prohibited.

(f) Uses that degrade or disrupt the operation of the Network or that waste limited computer and printer supplies or telephone resources.

For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently "harmless" purposes, as these, like "junk e-mail," use up limited Network capacity resources.

(g) Uses that mislead others

Or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier that makes message recipients believe that someone other than you is communicating or otherwise using the other's access to the Network.

(h) Political uses:

Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Additionally, users shall not solicit political contributions through the Network from any person or entity or conduct any type of campaign business unless it's used for legitimate district business.

(i) Installing hardware or downloading and installing software

Without the prior consent of the technology coordinator. Staff members may not move, repair, reconfigure, modify or attach any external devices to Network equipment, computers or systems. Staff members shall not remove, alter or copy district software for their own personal use or for the use of others.

8. Confidentiality

The confidentiality of any information stored in, or created, received or sent over the e-mail system or through Internet access cannot be assured. To the extent feasible, staff members should therefore avoid transmitting confidential information over the e-mail system or through Internet access. If personal information about an individual student must be transmitted, an effort should be made to make the information not “personally identifiable”, e.g. by not connecting the student’s full name to the information. All e-mails created by a staff member containing confidential information must have a “Private and Confidential” disclaimer appended to the e-mail.

9. Privacy

Network access is provided as a tool for District business. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications (including emails) and other content transmitted, received or stored in connection with this usage. All such information, content and files shall be and remain the property of the school district and you should not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this policy.

10. Web Sites

Web sites created through the Network and/or linked with the school district’s official web site must relate specifically to district-sanctioned activities, programs or events. The school district reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. As appropriate, the school district may also request such a disclaimer on external web sites that relate directly to school district activities, programs or events.

11. Failure to Follow Policy

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12. Warranties and Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any staff member arising out of the staff member's use of, or inability to use, the Network. Each staff member is responsible for backing up his or her files. The school district is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the staff member's own risk.

13. Updates

You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology. You must provide this information in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the district's technology supervisor or other person designated by the school district to receive this information.

Account Login Information

Desired Password

Contact Information (Phone Number or email address)

Acceptable use and Internet Policy

Employee Agreement

I have reviewed the District's Acceptable Use and Internet Safety Policies

Printed Name of User

Signature of User

Date