

CHIPPEWA LOCAL SCHOOLS
DISTRICT STAFF
7540.04 - NETWORK AND INTERNET ACCESS GUIDELINES

The purpose of this document is to provide administrative guidelines for district network and Internet access for educational purposes. This access will:

- (1) assist in the collaboration and exchange of information,
- (2) facilitate personal growth in the use of technology,
- (3) enhance information gathering and communication skills.

All staff members will have access to the district network. This will connect all computers available for staff use to a server located in the district. This district network serves a limited educational purpose (e.g., word processing, data base, educational software and library access).

Definitions:

As defined by this policy, the term technology includes, but is not limited to: all computers, printers, scanners, peripheral equipment; networks; Internet resources including electronic mail and file transfer protocol; multimedia, video, laser, cable, TV, telephone, and fax equipment; all software and files, including all user files generated from the use of resources listed herein; as well as the supplies used to maintain technology.

The term "staff" includes teachers, paraprofessionals, administrators, permanent substitutes and any adult responsible for supervising students. The term "user" includes staff members and anyone who makes use of the District's technology.

The intent of these guidelines is to ensure compliance with all district network and Internet acceptable use policies approved by the District:

Inappropriate Use:

- A. The use of the district network is a privilege which may be revoked. Appropriate reasons for revoking privileges include, but are not limited to:
 - Any illegal activity that violates federal, state or local law is strictly forbidden;
 - Any activity that violates Chippewa Local School District policy or the State of Ohio Code of Conduct is strictly forbidden;
 - Altering of the system software
 - Intentionally bypassing network filters and/or proxy servers.
 - Placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
 - Transmitting offensive or harassing messages.

- Offering for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy
- Viewing, transmitting, downloading, obtaining or creating material that is profane, obscene, indecent, sexually explicit, pornographic or otherwise unsuitable or objectionable in the judgment of the district;
- Intruding into the networks or computers of others
- Downloading or transmitting confidential, trade secret information, or copyrighted materials. *Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.*
- Engaging in defamation (*harming another's reputation by lies*)
- Employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet
- Uploading a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism
- Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- Disclosing or sharing your password with others
- Impersonating another user.
- Selling or buying anything over the Internet that is for personal use.
- Uses of network folder to inappropriately store files that are not school-related.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Intentionally developing and/or transmitting inappropriate graphics;
- Transmitting sexual or ethnic slurs and/or jokes;
- Disrupting the operation of the network through abuse of the hardware or software;
- Using e-mail and/or Internet to promote or encourage hate mail, profanity, vulgarity, or discriminatory, offensive, or harassing remarks;
- Extensive use for non school-related communication;
- Illegal downloading, copying or installation of copyrighted software, or any other illegal activities;
- Allowing anyone computer access other than the account holder;

- Providing personal information about others (e.g., telephone numbers, passwords, pictures, home addresses, social security numbers);
- Plagiarizing works found on the network and/or Internet;
- Using the Internet/e-mail for commercial activities, product advertising, personal financial gain or lobbying.

Acceptable Uses

- Locating and accessing educational resources.
- Direct use in instruction.
- Research for instructional and/or school management purposes.
- Collaboration with colleagues and other school personnel on instructional or management issues.
- Administrative announcements.
- General work-related communications.
- Union announcements and communications, to the extent authorized by any applicable collective bargaining agreement.
- Incidental personal use of e-mail during non-work time to communicate with family, friends, and colleagues, provided such usage is limited in scope and is otherwise in compliance with this Policy. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.

REMEMBER:

**Emails sent and received from your Chippewa email account
are NOT private. They may be monitored and/or read
by administrative personnel
at any time.**

The District reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, sexist, abusive, or otherwise objectionable. Staff members are not to use district technology to obtain, view, download, or otherwise gain access to such materials.

Internet/e-mail:

- A. All access provided through the Internet is intended for educational use by the district's registered users. Any use of these resources for commercial-for-profit or other unauthorized purposes (e.g., advertisements, political lobbying), in any form, is expressly forbidden.

- B. Each user is responsible for the appropriate use of his/her access privilege, i.e. account, password. Any problems or misuse which may arise are the responsibility of the user and may be grounds for loss of access privileges, and other discipline.
- C. Staff members should check their e-mail frequently, delete unwarranted or unwanted messages promptly and report inappropriate messages to the technology coordinator.

Disclaimer:

The District does not guarantee that network and Internet/e-mail access will meet any specific requirements of the user, or that it will be error free or uninterrupted; it shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The District reserves the right to log Internet use and to monitor e-mail. The district may periodically make determinations whether specific uses of the network and Internet/e-mail are consistent with the acceptable-use policy.

Should the user transfer a file which infects the network with a virus and causes damage, the user may be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the District.

Waived Expectation of Privacy:

1. By authorizing use of the district network, the District does not relinquish control over material on the system or contained in files on the network. Staff should not expect privacy in the contents of personal files on the district network.
2. Routine maintenance and monitoring of the district network may lead to a discovery that a staff member has violated this policy, another District policy or the law.
3. An individual investigation or search may be conducted at any time by school authorities or contracted service providers.
4. Staff should be aware that data other materials in files maintained on the district network may be subject to review, disclosure or discovery.

The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with District policies conducted through the district network.

Violations/Sanctions:

Anyone who violates these guidelines or other Board of Education policies or rules in connection with the use of district network or Internet/e-mail access, is subject to disciplinary action as described in the negotiated agreement which may include, but is not limited to, denial of the privilege of district network or Internet access, suspension, or termination of contract and referral to law enforcement authorities when deemed necessary.

Legal References:

Children's Internet Protection Act of 2000 (H.R. 4577, PL 106-554)

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C.6801 et seq., Part F

ORC 1329.54-1329.67

3313.20

3319.321

CHIPPEWA LOCAL SCHOOLS

Staff Acceptable Use Policy Form

I understand and agree to abide by the **District Network and Internet Access Guidelines**. I understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken. I hereby release the Board of Education and its administrators from any and all claims of any nature arising from my use or inability to use the district network and Internet/e-mail resources.

This form is to be read and signed every year. I understand that my access to the Chippewa network will be disabled at the end of school each year until I have signed and returned this form. I will be given the opportunity to sign this form prior to the end of each school year. If it is returned before school ends, my permissions to use the network will not be revoked.

(Please sign and return to your building principal or supervisor)

Printed Staff Member Name

Signature of Staff Member

Date _____