

The School District's computers, electronic devices, network and Internet access are provided to support the educational mission of the schools. These rules and the accompanying policy also apply to computers or other electronic devices issued directly to staff, whether in use at school or off school premises. Any reference to computers in this policy shall include any/all electronic devices, network, and Internet.

### **Employee Computer and Internet Use Rules**

Each employee is responsible for his/her actions and activities involving School District computers and for his/her computer files, passwords and accounts. All users are strongly encouraged to regularly back up any files they rely on. The building Technology Coordinators are available to provide guidance in this matter. These rules provide general guidance concerning the use of the School District's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the building Technology Coordinator.

### **Access to School Computers and Acceptable Use**

The level of employee access to School District computers is based upon specific job requirements and needs. Unauthorized access to the School District's computers and network is strictly prohibited.

All Board policies, school rules and expectations for professional conduct and communications, and state and federal laws apply when employees are using the School District's computers, whether at school or off school premises. In particular, the Newfields School District policy EGA "Responsible Computer, Network and Internet Use" applies to all users.

### **Prohibited Uses**

Examples of unacceptable uses, which are expressly prohibited, include, but are not limited to, the following:

1. Any use that is illegal or which violates Policy GCSA and/or other Board policies/procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws or software licenses; etc. The School District assumes no responsibility for illegal activities of employees while using school computers.
2. Any attempt to access unauthorized web sites or any attempt to disable or circumvent the School District's filtering/blocking technology.

3. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
4. Any use for private financial, commercial, advertising or solicitation purposes.
5. Any use as a forum for communicating with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building administrator or the building Technology Coordinator.
6. Any communication that represents an employee's personal views as those of the School District or that could be misinterpreted as such.
7. Sending non-school related mass e-mails to school users or outside parties for any purpose without the permission of the Technology Coordinator or building administrator.
8. Any malicious use, damage or disruption of the School District's computers, any breach of security feature including any attempt to bypass the school's firewall or Internet filtering system; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).
9. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules, Board policies or school rules, or state and federal laws, or refusing to return computer equipment issued to the employee upon request.

### **Disclosure of Confidential Information**

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

### **Employee/Volunteer Responsibility to Supervise Student Computer Use**

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use and to enforce the School District's policies and rules concerning student computer use. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building administrator.

### **Compensation for Losses, Costs and/or Damages**

An employee is responsible for compensating the School District for any losses, costs or damages incurred by the School District for violations of Board policies, school rules, and state or federal laws while the employee is using School District computers. The School District assumes no responsibility for any unauthorized charges or costs incurred by an employee while using School District computers.

Appendix Reference:

Date Adopted: August 15, 2011

Last Review/Revision Date: June 12, 2017