

# Clyde-Green Springs Schools

## Network Privacy and Acceptable Use Policy

### For Staff Members

It is the intention of the Clyde-Green Springs Board of Education to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. This would also include staff members who have accounts or access to programs such as DASL, Progress Book, and Instant Alert. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers, computer network, e-mail, electronic messaging systems, and associated programs such as DASL, Progress Book, and Instant Alert.

#### **Acceptable and Unacceptable Uses for:**

##### **Computers, Computer Networks, E-Mail and Electronic Messaging Systems**

The computers, computer network, and e-mail or messaging systems of the District are intended for educational uses and work related communications. Incidental use of the e-mail and/or 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. The following are uses which are unacceptable under any circumstance:

- The transmission of any language or images which are of a graphic sexual nature
- The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- The transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- Uses that constitute defamation (libel or slander)
- Reposting (forwarding) personal communication without the author's prior consent
- Uses that violate copyright laws
- Violating the conditions of federal and state laws dealing with students' and employees' rights to privacy
- Downloading of freeware or shareware programs without the approval of the network administrator
- Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example: the transmission of a computer virus or an excessively large e-mail attachment)
- Any commercial or profit-making activities
- Any fund raising activities, unless specifically authorized by an administrator
- Any use or transmission that would constitute non-educational contact between a staff member and a student.
- Non-educational games and/or internet games

#### **Security and Integrity**

Staff members shall not take any action which would compromise the security of any computer, network, e-mail or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security feature of the system. Staff members shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example: the installation of hardware or software not authorized by an administrator or the System Administrator).

