

**SUBJECT: STAFF INTERNET/EMAIL ACCEPTABLE USE POLICY**

McGraw Central School District offers Internet access for staff. This document contains the Acceptable Use Policy for the use of McGraw Central School District's Tech System (MCS D Tech System).

- a) Activity on the MCS D Tech System will be monitored to ensure appropriate use.
- b) All emails will be subject to monitoring at all times.
- c) Any staff that breaks any rule listed below will be subject to disciplinary action and possible loss of Internet Privileges.

**Educational Purpose**

- a) MCS D Tech System has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- b) MCS D Tech System has not been established as a public access service or a public forum. McGraw Central School District has the right to place reasonable restrictions on the material that is accessed or posted through the system. Staff is also expected to follow the rules set forth in MCS D Discipline Code and the law in their use of MCS D Tech System.
- c) Staff may not use MCS D Tech System for commercial purposes. This means they may not offer, or provide services through MCS D Tech System.
- d) Internet access use by outside groups will conform to this policy. Use by student clubs and organizations is limited to those times when the Internet access points are not in use for instruction and shall be limited to educational purposes and governed by this policy.

**Staff Internet Access**

- a) All Staff will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
- b) All staff will have email access.
- c) If approved by the Building Principal, staff may create a personal Web page on MCS D Tech System. All material placed on staff's Web page must be pre-approved in a manner specified by the school. Material placed on staff's Web page must relate to their school and career preparation activities.

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- d) Staff will not access the Internet from a School District access point by using a non-School District Internet account or non-District computer.
- e) Staff will not transmit email through an anonymous remailer.
- f) Staff will be subject to the same rules for Internet access as the students are during the school day.

**Unacceptable Uses**

The following uses of MCSD Tech System are considered unacceptable:

Personal Safety

- a) Staff will promptly disclose to the Principal or Technology Coordinator any message that they receive that is inappropriate or makes them feel uncomfortable.
- b) Staff will not access, transmit or retransmit any information which is harmful to minors. The phrase *harmful to minors* means any picture, image, graphic image file, or other visual depiction that, taken as a whole, and with respect to minors, appeals to prurient interest in nudity, sex or excretion; depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals and, taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.
- c) Staff will not generate access, transmit or retransmit any material that could be deemed offensive, slanderous or hurtful by any minor, staff member or Board of Education member.
- d) Staff will not use the MCSD Tech System for political purposes or personal financial gain.

Illegal Activities

- a) Staff will not attempt to gain unauthorized access to MCSD Tech System or to any other computer system through the MCSD Tech System or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b) Staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses, or so-called hacking, or by any other means within the School District or any network connected to the Internet. These actions are illegal.

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- c) Staff will not use MCSD Tech System to engage in any illegal act.
- d) Staff will not access, transmit or retransmit material which promotes violence or advocates destruction of property, including concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices or the like.

System Security

- a) Staff is responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should they provide their password to another person.
- b) Staff will immediately notify the Principal or Technology Coordinator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c) Staff will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software.
- d) Staff will not disable or attempt to disable filtering software. However, such filtering software may be disabled for bona fide research or other lawful purposes, when the Building Principal in which such research or other lawful activity will be conducted has given written permission to disable the filtering software.
- e) Staff will not use encryption software from any access point within the School District.

Inappropriate Language

- a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b) Staff will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c) Staff will not post information that could cause damage or a danger of disruption.
- d) Staff will not engage in personal attacks, including prejudicial or discriminatory attacks on any member of the MCSD staff or BOE.
- e) Staff will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If told by a person to stop sending those messages, a staff member must stop.

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- f) Staff will not knowingly or recklessly post false or defamatory information about a person or organization.
- g) Staff will not knowingly or recklessly send false or defamatory information on any District Administrator or BOE through District email.

Respect for Privacy

- a) Staff will not re-post a message that was sent to them privately without permission of the person who sent the message.
- b) Staff will not post private information about another person.

Respecting Resource Limits

- a) Staff will use the system only for educational and career development activities.
- b) Staff will not download large files without the Technology Coordinator's knowledge.
- c) Staff will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d) Staff will check their email frequently and delete unwanted messages promptly. If the amount of space used to hold a staff member's email exceeds 100MB a quota will be placed on their mail.
- e) Staff will not use or possess bootleg software. Bootleg software means any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees owing to the owner of the software.

Plagiarism and Copyright Infringement

- a) Staff will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b) Staff will respect the rights of copyright owners. Copyright infringement occurs when staff inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, staff should follow the expressed requirements. If unsure whether or not staff are able to use a work, permission should be requested from the copyright owner. Copyright law can be very confusing. If there are questions, ask a teacher.

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**SUBJECT: STAFF INTERNET/EMAIL ACCEPTABLE USE POLICY (Cont'd.)**Inappropriate Access to Material

- a) Staff will not use MCSD Tech System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b) If a Staff member mistakenly access inappropriate information, he/she should immediately tell their Principal or Technology Coordinator. This will protect them against a claim that they have intentionally violated this Policy.

**Your Rights**Free Speech

The staff member's right to free speech, as set forth in the MCSD Disciplinary Code, applies also to communication on the Internet. The MCSD System is considered a limited forum, similar to a school newspaper, and therefore the District may restrict the staff member's speech for valid educational reasons.

Search and Seizure

- a) Staff should expect only limited privacy in the contents of their personal files on the District system. The situation is similar to the rights had in the privacy of lockers.
- b) Routine maintenance and monitoring of MCSD Tech System may lead to discovery that a staff member has violated this Policy, the MCSD Disciplinary Code, or the law.
- c) An individual search will be conducted if there is reasonable suspicion that a staff member has violated this Policy, the MCSD Disciplinary Code, or the law. The investigation will be reasonable and related to the suspected violation.
- d) The District has the right at any time to request to see the contents of a staff member's email files.

Due Process

- a) The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the MCSD Tech System.

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- b) In the event there is a claim that a staff member has violated this Policy or the MCSD Disciplinary Code in their use of the MCSD System, said staff member will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the MCSD Disciplinary code.
- c) If the violation also involves a violation of other provisions of the MCSD Disciplinary code, it will be handled in a manner described in the MCSD Disciplinary Code. Additional restrictions may be placed on the staff member's use of the Internet account.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage staff may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. The District does not guarantee or imply that access to the Internet will always be available when Staff wants access or that the software provided by the District will always work as intended. The opinions, advice, services, and all other information expressed on line are those of the online authors and not of the District.

Personal Responsibility

During the use of MCSD Tech System, it may feel like one can more easily break a rule and not get caught. This is not really true because whenever one does something on a network they leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world.

But the fact that one can do something or think something without being caught does not make it right to do. Even if one doesn't get caught, there is always one person who will know whether they have done wrong-and that person is you. Use of the Internet can be a mirror that will show what kind of a person you are.

**Social Media Use by Employees**

The School District recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning experiences. The School District also realizes its obligations to teach and ensure responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Therefore, the Board of Education encourages the use of District approved social media tools and the exploration of new and emerging technologies to supplement the range of communication and educational services.

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For purposes of this Policy, the definition of **public social media networks or Social Networking Sites (SNS)** are defined to include: websites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the School District community which do not fall within the District's electronic technology network (e.g., Facebook, MySpace, Twitter, LinkedIn, Flickr, Vine, Instagram, SnapChat, blog sites, etc.). The definition of District approved password-protected social media tools are those that fall within the District's electronic technology network or which the District has approved for educational use. Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access.

The use of social media (whether public or internal) can generally be defined as Official District Use, Professional/Instructional Use and Personal Use. The definitions, uses and responsibilities will be further defined and differentiated in the Administrative Regulation. The School District takes no position on an employee's decision to participate in the use of social media or SNS for personal use on personal time. However, personal use of these media during District time or on District-owned equipment is discouraged. In addition, employees are encouraged to maintain the highest levels of professionalism when communicating, whether using District devices or their own personal devices, in their professional capacity as educators. They have a responsibility to address inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District Policies and Regulations.

**Confidentiality, Private Information and Privacy Rights**

Confidential and/or private data, including but not limited to, protected student records, employee personal identifying information, and District assessment data, shall only be loaded, stored or transferred to District-owned devices which have encryption and/or password protection. This restriction, designed to ensure data security, encompasses all computers and devices within the DCS, any mobile devices, including flash or key drives, and any devices that access the DCS from remote locations. Staff will not use email to transmit confidential files in order to work at home or another location. Staff will not use cloud-based storage services (such as Dropbox, GoogleDrive, SkyDrive, etc.) for confidential files.

Staff will not leave any devices unattended with confidential information visible. All devices are required to be locked down while the staff member steps away from the device, and settings enabled to freeze and lock after a set period of inactivity.

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Technology Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private.

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Personnel

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## **Implementation**

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the DCS.

NOTE: Refer also to Policies #5672 -- Information Security Breach and Notification  
#7243 -- Student Data Breaches  
#7316 -- Student Use of Personal Technology  
#8271 -- Internet Safety/Internet Content Filtering Policy

Adopted: 4/20/15