

## **Lutie R-VI School District Staff Acceptable Use Policy**

Users are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. General school rules for behavior and communications apply. Users are required to have a signed Acceptable Use Policy on file at Lutie R-VI School District.

Users are expected and required to avoid illegal or unkind actions, including:

### **Prohibited Uses:**

- ❑ Employees may not use the District's Internet resources for commercial or personal advertisements, solicitations, promotions, destructive programs (i.e., viruses and/or self-replicating code), political material, or any other unauthorized use including downloading games and other non-work related files
- ❑ Degrading or disrupting equipment or system performance
- ❑ Sharing your login and password with another individual is prohibited with the owner of the login and password being responsible for all policy infringements made while in use
- ❑ Wastefully using finite resources
- ❑ Downloading, obtaining or streaming audio or video files
- ❑ Sending, receiving or checking personal e-mail, except before or after school (i.e. e-mail that is not school assignment related)
- ❑ Downloading and/or playing of games
- ❑ Using instant messaging services or chat rooms (e.g. MSN messenger, ICQ)

### **Confidentiality:**

Employees may not bypass the District's computer system in accessing Internet resources in any way, including passing the filter system or directly accessing Internet resources through a modem.

Examples of illegal activity include sexual harassment, gambling, chain letters and disseminating copyrighted materials.

Employees are given access to the Internet to assist them in the performance of their jobs. All employees have the responsibility to use these resources in a professional, ethical and lawful manner.

**We reserve the right to monitor any messages or files to ensure compliance to this Acceptable Use Policy. It is common practice for the school to monitor Internet and school network traffic.**

The District has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites employees visit on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by employees, and reviewing E-Mail sent and received by employees. All information, in any format, stored by any means on the District's electronic facilities is the property of the District and subject to inspection at any time without notice. Employees waive any right to privacy in anything they create, store, send or receive on the District's computer or the Internet.

When, accidentally or otherwise, a staff member accesses a site which may be deemed inappropriate, due to sexually explicit, racist or other potentially offensive material, that staff member must disconnect immediately and contact the Technology Coordinator or Building Administrator.

### **Consequences of Violations**

Consequences of violations include but are not limited to:

1. with failure to notify Technology Coordinator or Building Administrator when an inappropriate site has been accessed will result in a conference with Building Administrator
2. suspension of network/internet privileges and Professional Improvement Plan developed
3. revocation of network/internet privileges with documentation to personnel file and notification to the Lutie Board of Education

I have read and agree to comply with rules and conditions in this policy governing the use of the District's Internet and other online resources.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_