

Staff Acceptable Use Policy

ACCEPTABLE USE OF THE INTERNET, INCLUDING LOCAL, INTRANET AND INTERNET COMPUTER NETWORKS FOR BOARD MEMBERS, ADMINISTRATORS, STAFF AND OTHER USERS IN THE BLUFFTON EXEMPTED VILLAGE SCHOOL DISTRICT.

PURPOSE

The Board supports use of Local, Intranet and Internet computer networks in the School District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of network facilities shall be consistent with the curriculum adopted by the School District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

AUTHORITY

The electronic information available to students and staff does not imply endorsement of the content by the School District nor does the School District guarantee the accuracy of information received on the Internet. The School District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The School District reserves the right to log network use, to monitor fileserver space utilization by School District users, to restrict access to external network sites and to monitor e-mail usage, while respecting the privacy rights of School District users.

The Board establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

RESPONSIBILITY

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the School District and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use, and his/her decision is final.

GUIDELINES

Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

PROHIBITIONS

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with School District policy, accepted rules of network etiquette, and Federal and State law. Specifically, prohibitions on use of the network shall include, but not be limited to:

- Use of the network to facilitate illegal activity.
- Use of the network for commercial or for-profit purposes.
- Use of the network for product advertisement or political lobbying.
- Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Use of the network to access obscene or pornographic material.
- Use of inappropriate language or profanity on the network.
- Use of the network to transmit material likely to be offensive or objectionable to recipients.
- Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.

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- Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Use of the network to disrupt the work of other users.
- Destruction, modification, or abuse of network hardware and software.
- The creation of links to other networks whose content or purpose would tend to violate these guidelines.

SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or School District files. To protect the integrity of the system, the following guidelines shall be followed:

1. Only current staff and students are authorized to have accounts on the network.
2. Employees and students shall not reveal their passwords to another individual.
3. Users are not to use a computer that has been logged in under another students or teachers name.
4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

SAFETY

All personnel and students are responsible for safeguarding information located on the School Districts computer systems. The responsibilities include but are not limited to:

1. Keeping passwords private.
2. Storing files in home directories on the network or on disks.
3. Logging off computer when leaving the computer

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of an administrator.

Network users shall not reveal personal addresses or telephone numbers to other users on the network.

CONSEQUENCES FOR INAPPROPRIATE USE

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

COPYRIGHT

The illegal use of copyrighted software by staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

<p>I have read, understand and will abide by the Bluffton Exempted Village Schools Acceptable Use Policy. I understand any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary and/or legal action may be taken.</p>	
<p>Printed Name:</p>	
<p>User Signature:</p>	<p>Date:</p>