

**STAFF NETWORK AND INTERNET
ACCEPTABLE USE POLICY AND AGREEMENT**

The Northwest Local School District provides access to computer networks, electronic mail (“e-mail”) and the internet to certain employees to assist them in the performance of their jobs and to advance the educational mission of the School District. This policy is designed to help employees understand School District’s expectation for the use of those resources and to use those resources wisely.

Ownership & Privacy

1. The School District’s network, e-mail and internet system, including any software and files downloaded via the internet into School District’s network, is the property of the School District, subject to any previously existing trademark or copyright of the originator. Computer files, e-mail messages, history of internet usage, and other information created, downloaded, uploaded or accessed on the School District’s internet systems or networks are not the private property of any employee. Employees should not have any expectation of privacy.
2. The School District may limit network, e-mail and internet access to those employees who demonstrate a legitimate, job-related need for such use.
3. The School District reserves the right to monitor, access, read, disclose, and use e-mail without prior notice to the originators and recipients of such e-mail. In addition, e-mail may be monitored and read by authorized personnel of School District to review for any violations of the law or Board policy, communications harmful to the School District and its Board members, employees, students and staff, or for any other reason. You must be aware that e-mail is inherently insecure, and users should not assume any level of privacy.
4. The School District reserves the right to install software and systems that can monitor and record all network, e-mail and internet usage. The School District reserves the right to do so at any time. Additionally, the School District may inspect any and all files stored in private areas of the network to ensure compliance with this Policy.
5. All existing Board policies apply to an employee’s conduct with regard to the use of the School District’s network, e-mail and internet system.

Network, E-mail and Internet Use

1. The School District’s network, e-mail and internet system are to be used to advance the educational mission of the School District and for job-related purposes, and not for an employee’s personal use.

2. Notwithstanding the foregoing, incidental use of the network, e-mail and internet system by staff members is permitted as long as such use is limited in frequency and duration, does not interfere with the primary intended use of the system, and is initiated during non-work periods.
3. E-mail and attachments may be scanned for viruses at the mail server.
4. The School District has installed a variety of security systems to assure the safety and security of the School District's network. Any employee who attempts to disable, defeat, or circumvent any School District security system will be subject to disciplinary action up to and including termination and possible criminal prosecution.
5. User ID's, passwords and e-mail addresses maintain individual accountability for network, e-mail and internet usage. Any employee who obtains an ID for network, e-mail or internet access must keep that password confidential. Sharing of user ID's or passwords is prohibited.

Prohibited Conduct

1. Employees may not use the School District's network, e-mail or internet system to view, archive, store, distribute, edit, or record material that is threatening, harassing, fraudulent, pornographic, sexually explicit, profane, obscene, lewd, vulgar, intimidating, defamatory, discriminatory, a violation of civil rights, or is otherwise unlawful or inappropriate.
2. Employees may not knowingly use School District's network, e-mail or internet system to violate the law (including copyright law) or Board policy.
3. Employees may not transmit or otherwise disseminate confidential student information in violation of State or Federal law.
4. The School District may use software and data to identify inappropriate or sexually explicit internet sites. Access from within School District's network may be blocked to all such sites that are known. If you find yourself connected inadvertently to a site that contains sexually explicit, offensive or other content that violates this Policy, you must disconnect from that site immediately. Inadvertent access to sites containing such content should immediately be reported to your immediate supervisor.
5. Employees may not use the School District's network, e-mail or internet system to deliberately propagate any virus, worm, Trojan horse, trap door, or any other malicious program code.
6. Employees may not use the School District's network, e-mail or internet system to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

7. Employees may not use the School District's network, e-mail or internet system to download images or video unless there is a legitimate, job-related or educational use for the material. Employees may not download entertainment software or games, or play games against opponents over the internet.
8. Employees may not participate in chat rooms or news groups except for those having a legitimate, job-related or educational purpose.
9. Employees may not use the School District's network, e-mail or internet system for personal commercial or profit-making activities.
10. Employees shall not connect any wireless devices to the School District network without prior authorization from the School District's network administrator.

Discipline

Misuse of the School District's network, e-mail or internet system in violation of this or any other Board policy, or in violation of the law may result in the revocation of access to the School District's network, e-mail and internet system, along with appropriate disciplinary action, up to and including termination from employment and possible criminal prosecution.

Acknowledgement

I have received, read and fully understand the above Staff Network and Internet Acceptable Use Policy. I understand that should I violate this Policy, I may be subject to discipline and possible criminal prosecution as set forth in this Policy.

Employee Signature _____

Print name _____

Date _____