

## **MONONA GROVE SCHOOL DISTRICT**

### Board Policy 522.3

#### **COMPUTER NETWORK USE BY STAFF**

The Monona Grove School District computer network is an educational tool owned by the district. The computer network includes all systems (including connections to external networks, i.e., the Internet), processors, peripherals, equipment, supplies and electronic transmissions under the administration of and owned by the Monona Grove School District.

The computer network exists to provide students access to educational resources around the world and to gain valuable computer skills and to enable staff to accomplish their work more effectively. The use of the network is a privilege and not a right. As with all privileges, abuses will not be tolerated and the privilege of using the district's computer network may be suspended without notice.

The computer network may not be used for personal purposes. The district's computer network may only be used for school purposes including curricular and extracurricular school activities. Further, staff should not assume that any of their work or activities on the computer network is private. Staff should be aware of the following:

1. Staff use of the computer network may be electronically monitored. The district reserves the right to monitor, access, remove and disclose any message or document created, archived, stored, received, deleted, looked at or sent with the district's computer network, without prior notice to users. Staff suspected of inappropriate or prohibited computer network use shall be investigated.
2. Internet and E-mail communications made on the computer network are public, not private, in nature. Staff shall be held accountable for their Internet activities, E-mail messages they have sent and received and work they have saved to workstations or to the network.
3. The Monona Grove School District may filter Internet traffic coming into its network in order to restrict access to inappropriate sites. Nevertheless, the district has no control over information on the Internet. Individual users are, therefore, personally responsible for the display, retention, review, distribution and storage of information or images obtained through the Internet.
4. No computer security system, no matter how elaborate, can prevent determined persons from accessing stored information that they are not authorized to access. Therefore, if there is any information that staff wish to remain confidential, staff are advised that the district cannot guarantee that the computer network will be secure at all times.
5. A user shall be personally responsible for the cost of repairing damage to the computer network, including but not limited to the replacement of equipment, when such damage is the result of the user's deliberate or negligent misuse of the computer network.

The rules listed below provide specific examples of inappropriate, undesirable and prohibited use of the computer network by staff, but these examples are not intended to be comprehensive.

1. All of the district's computer network must support learning appropriate for school. No one may use the network to obtain or transmit any material that is inappropriate for school.
2. Only individuals authorized by the district may install software (whether they received it as an E-mail attachment or otherwise) onto the district's computer network.
3. Only those individuals who are provided with an active user account may use the computer network and no one may log onto the network using someone else's account, even with that individual's permission, unless he/she is a network administrator or a network administrator designee.
4. No one may access or attempt to access any material stored in another user's designated network storage space. No one may access or attempt to access material that is not available using his/her network name and password. No one may access or attempt to access unauthorized areas of the network.
5. No one may use the network in such a way as to disrupt, or threaten to disrupt, the ability of others to use the network. Disruption may, but need not, include damage to equipment or stored data.
6. Using the network to send jokes or other comments and/or images that may be discriminatory, offensive to others, threatening, hateful, harassing, insulting or defamatory is prohibited.
7. Users shall not subscribe to newsgroups, list servers or chat rooms using the district's computer network unless it supports learning which is appropriate for school.
8. No one may waste limited network resources, including bandwidth and storage space.
9. Any use of the district's computer network for personal, illegal or commercial purposes is prohibited.
10. All users must comply with federal, state and local laws governing intellectual property, software licenses and copyrights. Staff are not allowed to use copyrighted material in a manner that is, or has the potential of, diverting income from the material's creator. Staff shall be held personally liable for any of their own actions that violate copyright laws.
11. Staff must ensure that they log off any computer terminal that they have used at the end of each day in order to control inappropriate access by others.
12. No spamming is allowed.

Staff that violate the rules above, or other school district rules governing workplace behavior and communication, may be subject to disciplinary action including, but not limited to, revocation of their privileges to use the district's computer network. Further, certain violations (e.g., sending threatening, harassing, abusive or intimidating messages to another person through E-mail or other computerized communication systems such as the Internet) may lead to criminal sanctions.

LEGAL REFERENCE: Section 947.0125 Wisconsin Statutes

CROSS REFERENCE: Employee Agreements

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