

POLICY: GBCB
Approved: October 23, 2006
Revised: March 22, 2010
Revised: February 21, 2011

STAFF ACCEPTABLE USE POLICY

Internet access, computer use and electronic mail (e-mail) may be provided to the staff of the District for conducting research, lesson preparation, appropriate HEEA and HASP business and professional communication for the purpose of fulfilling the District mission of teaching, learning and public service operations and not for personal use. When accessed, the School District of Hartford expects staff to use the computer, the computer network, Internet and e-mail in a responsible manner in accordance with District policies and rules. Staff should realize that use of such electronic information resources is a privilege, not a right.

For purposes consistent with this policy, employees are permitted reasonable use of the network for personal use provided that such personal use does not interfere with or disrupt the educational process or the normal operation of the school/District and that such personal use does not violate any of the policy provisions.

Available computer and network resources are limited and should be used for District-related purposes. Good judgment should be used to avoid wasteful practices. All employees must abide by Board policies and rules with respect to District and personal use, access and security of the District's network system and observance of all applicable laws, including copyright.

The District's computers, electronic communication tools and network are considered District assets, and while the District respects the privacy and security needs of all individuals, authorized District representatives may access these assets for legitimate District-related reasons. An employee's use of such tools shall constitute consent of such access.

The following behaviors are unacceptable in the School District of Hartford's Staff Acceptable Use Policy:

- Using the Internet to facilitate illegal activity
- Intentionally accessing Internet sites containing sexually explicit or hate materials (accidental access shall be reported to the network administrator immediately)
- Using the Internet to transmit obscene or pornographic materials
- Using any form of obscene, harassing, racist, sexist or abusive language or behavior online
- Any use of the Internet for commercial purposes, advertising, online auctions (e.g., eBay) or political lobbying is prohibited.
- Loading personal software on District-owned computers
- Engaging in practices that threaten the network (e.g. loading of files that may introduce a virus)

- Using others' passwords or accessing others' folders, documents or files.
- Attempting to copy, transfer, alter, or upgrade District software without permission
- Violating copyright laws
- District e-mail accounts should not be used to propagate chain letters, advertising or jokes or any other materials not directly related to employment or educational goals.

In addition, no staff member shall communicate with students via non-District approved applications/devices for non-school related purposes including, but not limited to, use of social networking sites, personal email accounts, instant messaging, forums, text messaging, etc. Contact with students without any clear educational purpose is prohibited.

It shall be the responsibility of all members of the District staff to supervise and monitor usage of the on-line computer network and access in accordance with this policy and the Children's Internet Protection Act.

Staff members are expected to conduct themselves ethically, with honesty and integrity, and always be mindful of all applicable laws and regulations.

Failure to comply with the terms of this policy will result in disciplinary action being taken against the user. Policy or rule violations will result in appropriate disciplinary action up to and including written reprimand, suspension without pay and possible discharge.

The following Notice and Disclaimer may be included on all e-mails sent from the District network:

This e-mail message together with any attachments or reply should not be considered private or confidential because it may be archived and subject to public disclosure under certain circumstances, such as requests made pursuant to Wisconsin public records law.

The message is intended solely for the use of the individual or entity to which they are addressed. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. Please note that the views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the School District of Hartford Jt. #1. Any unauthorized use, distribution, copying or disclosure by you or to any other person is prohibited.