

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: Staff Access to Networked Information Resources

Code Number: 481.12

Sioux City Community School District Policy on District-Provided Access to Electronic Information, Services, and Networks

General

The SCCSD provides electronic network communications for business use by employees. The purpose is to assist the District in meeting its educational mission, goals and objectives. The communications include e-mail and Internet access, as well as various applications that assist with District management. The Network shall be used for District-related purposes only. It is the policy of the District that all computer services shall be used in a responsible, efficient, ethical and legal manner. The network is not to be used for personal gain or advancement.

No person shall access the District network with non-District hardware without approval of the Technology Department. Non-District hardware includes, but is not limited to, personal computers (laptop or desktop), wireless access devices and handheld devices.

The use of the network is a privilege, not a right, and may be revoked if abused.

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays or other service interruptions caused by either the District or users own negligence, errors or

First Adoption: January 27, 1998
Revision Adoption: March 13, 2006/February 23, 2009
Legal Reference:

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omissions. Use of any information obtained via the District network is at the users own risk.

Users should not expect that files stored on the Network or school-based computers will be private. Electronic messages, network activities and files may be reviewed to maintain system performance, integrity, and to insure that users are acting responsibly. Use of district information technology systems implies consent to monitoring for such purposes.

Access to the District's network is provided via an assigned user ID and password. It is the responsibility of the user to maintain the privacy of their password.

E-Mail

Employees shall use their District E-mail accounts for District purposes only. They, also, shall not access personal E-mail accounts via the Internet at work.

Internet

The Board believes that the Internet can be a valuable educational and productive tool because it enables both students and employees to explore thousands of libraries, databases, bulletin boards, and other resources. However, some material accessible via the Internet may contain information that is illegal, defamatory, inaccurate or potentially offensive.

State and Federal mandates require schools to restrict access to certain information on the Internet, and the District will strive to provide a safe, quality Internet experience for staff. Ultimately, the District sets the standards for appropriate use of the Internet at school.

The Board believes that all network services (e.g., computers, E-mail, Internet access) are a valuable part of the total program in that they promote educational excellence and contribute toward the optimum efficiency of the District.

At the same time, the Board believes that access to these services entails responsibility and that all computer services shall be used in a responsible, efficient, ethical and legal manner. Fundamentally, all usage must comply with all federal, state and local laws, and with all Board and District policies.

The following uses of school-provided Network access are not permitted:

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- a. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. To transmit obscene, abusive, sexually explicit, or threatening language;
- c. To violate any local, state, or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;
- e. To access another individual's materials, information or files without permission;
- f. To access "personal" e-mail accounts;
- g. To access internet gaming sites;
- h. To use instant messaging;
- i. To use streaming audio or video sites unless approved for curriculum use;
- j. To use non-District hardware or devices on the District network;
- k. To access wireless Access Points not supported by the District;
- l. To install any unauthorized software;
- m. To install or remove any computer hardware components from District computers (e.g. memory, optical drives, etc.);
- n. To violate copyright or otherwise use the intellectual property of another individual or organization without permission, and,
- o. To engage any other inappropriate uses as determined by the District.

Disciplinary Actions

Violations of this policy are subject to disciplinary action, up to and including discharge from employment. To ensure that the use of the District's information system and other electronic communications systems is consistent with the District's educational and legitimate business interests, authorized representatives of the District will occasionally monitor the use of such equipment.

See Board Policies 181.11, 603.10 and 603.11 (+AR 603.11).