

EMPLOYEE COMPUTER AND INTERNET USE POLICY

The intent of this policy is to provide employees with general requirements for utilizing the Susquehanna Community School District's computers, networks and Internet services. The regulations contained in this policy may be supplemented by more specific administrative procedures and rules governing the day-to-day use, management and operation of the district computer system.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from their building principal or immediate supervisor.

Failure to comply with these rules and/or other established procedures or rules governing computer use may result in disciplinary action, up to and including discharge. Illegal uses of the Susquehanna Community School District computers will also result in referral to law enforcement authorities.

A. Access to School Computers, Networks and Internet Services

The level of access that employees have to Susquehanna Community School District's computers, networks and Internet services is based upon specific employee job requirements and needs.

B. Acceptable Use

Employee access to the Susquehanna Community School District's computers, networks and Internet services are provided for administrative, educational, communication and research purposes consistent with the district's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of the district's computers, networks and Internet services.

Employees are to utilize the Susquehanna Community School District's computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal use during the employee's preparation period or during the following time periods: 8:10 AM to 8:30 AM and 3:10 PM to 3:25 PM. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules. Inappropriate personal use of district computer resources includes but is not limited to the following: purchasing items on-line, checking home e-mail accounts, surfing the web for areas of personal interest, conducting on-line banking, and engaging in communication via "chat rooms."

C. Prohibited Use

The employee is responsible for his/her actions and activities involving the Susquehanna Community School District's computers, networks and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

1. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communication and behavior, violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive.
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain, or commercial, advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization, or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit. Employees shall not knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the Technology Coordinator, building principal, immediate supervisor or other appropriate administrator;
6. Any communication that represents personal views as those of the Susquehanna Community School District or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission from the Technology Coordinator;
8. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
9. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the building principal;
10. Any malicious use or disruption of the Susquehanna Community School District's computers, networks and Internet services or breach of security features;

11. Any misuse or damage to the Susquehanna Community School District's computer equipment;
12. Misuse or sharing of the computer passwords or accounts (employee or other users);
13. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
14. Any attempt to access unauthorized sites;
15. Failure to report a known breach of computer security to the building principal;
16. Using school computers, networks and Internet services after such access has been denied or revoked;
17. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules;
18. Utilizing computers and Internet access during a regularly scheduled class period for any other than educational purposes. Examples of inappropriate use during class time include but are not limited to the following: checking home e-mail accounts, surfing the web, accessing websites not associated with the class curriculum and instruction, and creating documents/banners/fliers/brochures/etc. for personal use.

D. HIPPA

To ensure the proper implementation of the Electronic Transaction Standards Contractual Terms & Policy Privacy Rule under HIPPA, do not send any medical information or describe any medical condition concerning yourself or any member of your family to any District personnel via electronic transmission. Additionally, personnel are prohibited from requesting "medical-related" information from the district office via e-mail or other electronic transmission.

E. No Expectation of Privacy

The Susquehanna Community School District retains control, custody and supervision of all computers, networks and Internet services owned by the district. **The district reserves the right to monitor all computer and Internet activity by employees and other system users. Employees should have no expectation of privacy in their use of school computers including e-mail messages and stored files.**

F. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

G. Staff Responsibilities to Students

Teachers or supervisors who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers or supervisors are expected to be familiar with the Susquehanna Community School District policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or supervisors become aware of student violations, they are expected to stop the activity and inform the appropriate administrator or immediate supervisor.

H. Compensation for Losses

The employee shall be responsible for any losses, costs or damages incurred by the Susquehanna Community School District related to violations of this policy.

I. The Susquehanna Community School District assumes no responsibility for unauthorized charges, costs or illegal use associated with inappropriate employee use.

The Susquehanna Community School District assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

J. Employee Acknowledgement Required

Each employee authorized to access the district's computers, networks or Internet services is required to read and review this policy and its rules.

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