

All of the district's automated systems are district property and are not confidential, including electronic mail, voice mail, Internet access and electronic storage systems. The district has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages. Files containing personal information or business of an employee are treated no differently than the district's files, and the employee has no expectation of privacy in such materials.

COMPUTERS OWNED BY THE DISTRICT:

Whether being used in the district or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts district assets and records in jeopardy. You are not to allow unauthorized persons access to district computer equipment, whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the district shall be loaded on the computer.
- Passwords need to be kept in a secure location.

E-MAIL USAGE POLICY:

Use of e-mail to engage in any communication in violation of district policies including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is strictly prohibited.

Use caution in addressing messages to ensure that new messages are not inadvertently sent to the wrong party. This is critical because of the sensitive nature of the documents we often may be asked to e-mail. Always double check that the address you are using is correct and current.

E-mail and other electronic communications systems can be useful tools, permitting rapid and efficient communication with a large audience. This same strength can be a weakness, as a hastily written note may be subject to misinterpretation in the future, when the context is not so clear. This is particularly true when your message is subject to being forwarded, rerouted, or saved by others. For this reason, when sending electronic messages, you should keep the following test in mind: "Would I be concerned if I had to read this message out loud, under oath, as a witness in a courtroom proceeding?"

Use of another user's name/account to access e-mail or the Internet is strictly prohibited.

INTERNET USAGE:

Internet resources may be used only for purposes that effectively support the district's goals and objectives or for the non-business purposes that are approved by the administration. Employees may access the Internet before or after work hours as long as the employees' use does not interfere with district usage, is in compliance with district policies and rules, and is not for the purpose of promulgating political or religious materials or for a for-profit venture.

The district will not be responsible for maintaining or payment of personal Internet accounts.

You must respect all copyright and license agreements regarding software or publications you access from the Internet. The district will not condone violations of copyright laws and licenses, and you will be personally liable for any fines or sanctions caused by any license or copyright infringement.

INTERNET SAFETY:

The District has in its curriculum components that focus on helping our students be 21st century citizens. These components include safety and security while using online resources of direct communication and indirect communication.

The district also employs a web filter to limit student access to harmful materials. This filter also allows for logging of websites visited.

INAPPROPRIATE USES OF INTERNET AND/OR E-MAIL:

The district strictly prohibits the following inappropriate uses of the Internet (including e-mail):

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating in ways that disparage the products or services of other companies.
- Communicating information that could be perceived as an official district position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.
- Creating, storing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal or otherwise offensive material.
- Participating in any activity that could be interpreted as harassment.
- Misrepresenting an individual's identity or the source of communications or data.
- Attempting to break into any other Internet server.
- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any district policies or standards.
- Operating a personal business or using the Internet as provided by the district for personal gain.

EMPLOYEE COMPUTER/INTERNET USAGE

**No. 406.8
Exhibit A**

- Exporting or importing of any governmentally controlled technical data or software (such as software encryption) to or from unauthorized locations or persons, without appropriate licenses or permits.
- Promulgating or perpetuating a virus or other actions interfering with use of the Internet by others.

Employees' E-mail/Internet access may be monitored without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate termination, depending upon the seriousness of the violation.

All questions relating to the content of this regulation should be directed to the Director of Human Resources (319) 753-6791.

By signing this agreement, I hereby represent that I have read, understand, and will comply with the above rules.

Date

Signature

Printed Name

Reviewed: 04/25/16
11/12/18
08/07/23