

Policy No. 402.14
Adopted 5-08-2001
Reviewed 2-19-2015

EMPLOYEE ELECTRONIC NETWORK USE POLICY

The school district provides electronic access to local, national, and international networks. These networks provide minors and staff access to information, collaboration, and activities that support learning and teaching.

The Internet is an uncensored world-wide communications network. It is possible for any user of the Internet to access information that may not be considered to be of educational value in the context of the school setting and/or be inappropriate for a minor. The school district cannot prevent the availability of inappropriate material on the Internet, nor explicitly define what is "inappropriate."

Every school district user has the responsibility to respect and protect the right of every network user. The school district account holders are expected to act in a responsible, ethical, and legal manner in accordance with the missions, purposes, and regulations of the school district, local area networks, the networks they use on the Internet, and the laws of the State of Nebraska and the United States.

Inappropriate use, including any violation of these rules, regulations, and laws may result in cancellation of privilege. The administration or its designees has the authority to determine appropriate use and may deny, revoke, or suspend the use of computers by minors or staff who violate this policy. In addition, the administration has the authority to impose additional disciplinary actions, as it deems necessary.

The school district believes that the valuable information and interaction available on local and worldwide networks outweighs the possibility that users may procure materials that is inconsistent with the educational goals of the district. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children or wards should follow. To the end, the school district supports and respects each family's right to decide whether or not to apply for Internet access.

School District Acceptable Use Practices for the Electronic Network (Internet & E-mail)

All communications and information transmitted by, received from or stored in the Network are the property of the School District. The Network is to be used by minors/employees solely for the School District. The network may not be used for purposes which are unrelated to the educative purposes or the curricular offerings of the district. The School District's e-mail system does not constitute a public forum.

Employees/minors using the Network for personal purposes do so at their own risk. Employees/minors have no expectation of privacy in connection with the use, transmission, or storage of information in any equipment which is part of the Network, including but not limited to stored e-mail messages. All e-mail messages or other information stored on, received on, or transmitted from the school district's computers may be retrieved and received by school officials when deemed necessary.

- Any use of the Network for commercial or for-profit purposes is prohibited.
- Employees/minors shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others; hardware or software shall not be destroyed, modified, or abused in any way.

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- No use of the Network shall serve to disrupt the use of the Network by others.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the Network.
- Use of the network to access, process, store or transmit pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
- The transmittance of chain letters over the Network is prohibited.
- Employees/minors shall not use the network in a manner which results in the illegal copying of publication of copyrighted material, and will be held personally liable for any of their own actions that violate copyright laws.
- Employees/minors will be charged for any expense or damage incurred by the school district as the result of the intentional misuse of the Network.
- Employees/minors are responsible for safeguarding their own passwords and will be held accountable for the consequences of intentional or negligent disclosure of this information.
- Employees shall not download software or applications.
- The Network shall not be used in connection with any not-for-profit corporation or association to solicit contributions or for any other purpose without the prior written consent of the school superintendent.

Indemnification

The user shall indemnify and hold the school district harmless from any claim, expense, liability or damages arising out of or in connection with the user's use of the system, including but not limited to telephone toll charges, data base access fees, and software charge. No agency relationship exists between the user and the school district. Any liabilities, illegal actions, purchases, or charges are the responsibility of the user.

Signatures Below Verify Acceptance

Employee/Minor I understand the rules set forth for the use of the Internet. I further understand that any violation of these rules is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Employee Signature

Grade

Date

Policy No. 402.14
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APPENDIX

INTERNET SAFETY POLICY

It is the policy of the Educational Service Unit 10 that access to the Internet provided by ESU 10 is expected to be used as an educational and/or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no such use shall be permitted which, in the judgment of the Board of Directors of ESU 10, is in any way prejudicial to the best of the unit or in conflict with the ESU 10 program of Services.

The ESU 10 Board of Directors reserves the right to refuse access to the Internet by ESU 10 to anyone when it deems necessary in the public interest.

Definitions

Access to the Internet—A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network which has access to the Internet.

Minor shall mean an individual who has not attained the age of 19.

Obscene shall have the meaning given such term in section 1460 of Title 18, United States Code.

Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- Take as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Hacking shall mean attempting to gain unauthorized access to computer and network systems connected to the Internet.

Technology protection measure shall refer to a proxy server managed by ESU 10 that blocks and/or filters Internet access or other means by which access may be blocked and/or filtered.

Authorized staff member as used herein shall refer to an adult staff member appointed by the Elba Public School Technology Committee.

Technology Committee as used herein shall refer to a group of staff including but not limited to the administrator, technology coordinator, and teachers/staff members.

Access to Internet by Minors

Minors accessing Internet services provided by Elba Public School shall be subject to the following rules and regulation:

- Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for education.
- Minors shall not use Elba Public School technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.

Policy No. 402.14
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- Minors shall not engage in any illegal activities on the Internet.
- Minors should only use electronic mail, chat rooms and other forms of direct electronic communications for purposes related to education within the context of a school-related activity.
- Minors shall not disclose personal identification information on the Internet. •

Access to Internet by Adults

Adults accessing Internet services provided by Elba Public School shall be subject to the following rules and regulations:

- Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
- Adults shall not use Elba Public School technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security. Adults shall not engage in illegal activities on the Internet. Technology

Protection Measures

Elba Public School shall use a technology protection measure that blocks and /or filters Internet access to prevent access to Internet sites that are in accordance with the policies of Elba Public School.

The technology protection measure that blocks and/or filters Internet may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Elba Public School.

An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by Elba Public School and/or ESU 10. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in the Elba Public School and/or ESU 10 Board Policy, and including and applicable law enforcement agencies when necessary.