

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 522.7 – STAFF TECHNOLOGY ACCEPTABLE USE

- A. Technology acceptable use expectations—all staff shall acknowledge the technology acceptable use expectations (included in the staff handbook). The signed acknowledgement shall be on file in the District Office (personnel file).
- B. Acceptable use of technology:
1. Conducting educational research.
 2. Sending and/or receiving electronic mail for educational purposes in a professional manner consistent with other applicable District policies.
 3. Upholding copyright laws and all other applicable laws or regulations.
 4. Respecting the rights and privacy of others by not accessing or attempting to access private files.
 5. Saving files in a user's assigned network space.
 6. Creating and providing information via the District website
 7. Association may use technology to communicate.
- C. Unacceptable use of technology:
1. Using the network for purposes with no clear educational value, district purposes, or district business.
 2. Storing, accessing, creating, or displaying obscene, pornographic, profane, threatening, racially offensive, or illegal material.
 3. Any attempt to gain access to the local drive of a machine or a network drive and/or attempting to modify, destroy, or abuse in any way system components including hardware and software.
 4. Attempting to bypass the District's Internet filtering system through the use of programs downloaded from the Internet, brought in on portable storage devices, or websites/web services such as proxies.
 5. Vandalism, harassment, insults, attacks on others, bullying, or any other malicious activity deemed inappropriate.
- (1) Vandalism is defined as damaging computers, computer systems, computer networks, peripherals, etc.

- (2) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.
- 6. Violating copyright laws or plagiarizing the intellectual property of another individual or organization without permission.
- 7. Using or attempting to use another person's password to access or trespass in another person's folders, work, or files.
- 8. Posting **any** personal information (passwords, full names, address, phone number, etc.) about themselves or any other person.
- 9. Using the network or any component thereof for personal business, commercial or financial gain, soliciting or lobbying for political or religious causes, use for unethical or disruptive activities, sending junk mail or chain letters, and becoming a member of non-work related listserves.
- 10. Disclosing student information to any party not authorized to receive such information.

D. Violations:

- 1. All staff members should be aware that inappropriate use of the network in any way can be a violation of local, state and federal laws. The user will be held responsible for his/her actions using any technology associated with the District network. Violations can lead to prosecution. Unacceptable uses of the system may result in the suspension or revocation of network use and/or appropriate disciplinary action including suspension or termination. The district may also refer to legal authorities which may result in police involvement and legal prosecution.
- 2. Penalties may include criminal sanctions under Wis. Stat. Sec. 947.0125 for threatening, abusive, or intimidating messages sent to another person through E-mail or other computerized communication systems.
- 3. Penalties may include criminal sanctions under 18 U.S.C. Sec. 2252 and Wis. State Sec. 948.11, 948.12 for accessing pornographic sites and/or sites of an offensive, obscene, and/or otherwise inappropriate sexual nature.

ADOPTION DATE: March 10, 2003

REVISION DATE(S): July 13, 2009; February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy

LEGAL REFERENCE: