

## **Electronic Communications System – Staff**

### **Staff Acceptable Use Agreement**

Computers are used to support learning, support district business functions and to enhance instruction. Computer networks allow people to interact with many computers. The internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. With access to other networks and computers around the world, it is possible to gain access to information, which may not be appropriate. Users must understand that neither the district nor any district staff member controls the content of the information available on these other systems. It is the general policy that all computers used through district network are to be used in a responsible, appropriate, efficient, ethical and legal manner.

Failure to adhere to the policy and the guidelines for the use of network, as described below, will result in the immediate revocation of access privileges, as well as possible disciplinary action, restitution, and/or referral to law enforcement authorities.

### **General Use Prohibitions/Guidelines/Etiquette**

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines, which require legal, ethical and efficient utilization of the district's system.

#### 1. Prohibitions

The following conduct is strictly prohibited:

- a. Attempts to use the district's system for:
  - (1) Unauthorized solicitations of funds;
  - (2) Distribution of chain letters;
  - (3) Unauthorized sale or purchase of merchandise and services;
  - (4) Collection of signatures;
  - (5) Membership drives;
  - (6) Transmission of materials regarding political campaigns;
  - (7) Commercial use or solicitation;
  - (8) Playing of entertainment games (eg: poker, solitaire) during work hours.
- b. Attempts to upload, download, use, reproduce or distribute information, data or software on the district's system in violation of copyright laws or applicable provisions of use or license agreements;

- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
  - (1) Harmful to minors;
  - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
  - (3) A product or service not permitted to minors by law;
  - (4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
  - (5) Potentially disruptive material to the properly and orderly operation of the school or school activity;
  - (6) Defamatory, libelous, reckless or maliciously false, potentially given rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule and regulation.
- e. Attempt to gain authorized access to any service via the district's system, which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs.
- f. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work and email addresses or phone numbers or other unauthorized disclosures, use and dissemination of personal information regarding students;
- g. Attempts to use another individual's account name and password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

## 2. Guidelines/Etiquette

System users will:

1. Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations;
2. Respect other people's time and cyberspace. Using real-time conference features such as talk/chat/internet relay chat (or message services such as but not limited to MSN Messenger, Yahoo Messenger, AOL Instant Messenger) only as approved by the building administrator. Avoid downloading excessively large files (such as MP3 or other music files). Remain on the system long enough to get needed information then exit the system.
3. Check spelling and grammar;
4. Respect the privacy of others. Do not read the mail or files of others without their permission;

5. Cite all quotes, references and sources;
6. Protect password confidentiality;
7. Report security problems to a supervisor immediately.

### **Computer Monitoring**

1. All data contained in the district computer systems is owned by the district. The district has the right to monitor such data. **THERE IS NO RIGHT OR EXPECTATION OF PRIVACY ON ANY LA GRANDE SCHOOL DISTRICT SYSTEM.** District personnel may give to law enforcement officials or district management personnel any information that constitutes potential evidence of criminal action or violation of district policy taking place on any district computer system. The user understands that such information may result in criminal proceedings or administrative actions against the user.
2. Electronic mail of an employee is subject to the Public Records Law and may be subject to public inspection.

### **Violations/Consequences**

1. Staff
  - a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, negotiated agreements and applicable provisions of law.
  - b. Violations of law will be reported to law enforcement officials.
  - c. Violations of applicable teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAE 584-020-0041.
  - d. Violations of ORS 244.040 will be reported to Government Standards and Practices Commission (GSPC).

## Staff Computer Technology Acceptable Use Agreement

I have read the district's Computer Technology Acceptable Use Agreement and agree to abide by their provisions. I understand that violation of these provisions will result in the following:

- Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, negotiated agreements and applicable provisions of law.
- Violations of law will be reported to law enforcement officials.
- Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAE 584-020-0041.
- Violations of ORS 244.040 will be reported to Government Standards and Practices Commission (GSPC).

Date \_\_\_\_\_

Staff Name \_\_\_\_\_

Position \_\_\_\_\_

Building Assignment \_\_\_\_\_