

Acceptable Use (Staff)

The district offers Nysnet access for staff use. This document is the **Acceptable Use Regulation** for staff use of Nysnet.

1. Educational Purpose

- a. Nysnet has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development and high-quality self-discovery activities for staff members.
- b. Nysnet has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material accessed or posted through the system. Staff members are expected to follow the Board policy IIBGA - Electronic Communications System and this Board administrative regulation IIBGA-AR(3) - Acceptable Use (Staff), the applicable collective bargaining agreement, and state and federal law.
- c. Staff may not use Nysnet for commercial purposes. Products, services or other commercial activities may not be offered, provided or purchased for personal use through Nysnet.
- d. Nysnet may not be used for political lobbying or for the dissemination of religious materials. The system may be used to express opinions in personal messages.
- e. Staff members may not download and/or install software from any form of electronic media without prior approval from the building software review team.
- f. Games accessed through Nysnet must be of educational value and related to the district’s adopted curriculum. Purchase and/or installation of game-type software must receive prior approval from the building software review team.

2. Staff Internet and E-mail Access

- a. Prior to being granted an Internet account, a Staff Use Agreement form must be signed and submitted to the building ETC. The Staff Use Agreement form must be renewed on an annual basis.
- b. All staff may have Internet access if appropriate to their job description. Access may be denied for failure to adhere to building and district policies, and state and federal laws.
- c. When appropriate to their job description, staff members may have an individual e-mail account as long as they adhere to building and district policies, and state and federal laws.

- d. Staff members may create Web pages in accordance with district policy as outlined in the Board administrative regulation IIBGA-AR(1) - Electronic Communications System.

3. **Personal Safety**

- a. Personal contact information includes but is not limited to your residence (home) address, mail or e-mail address, telephone or fax number, school address, school telephone or fax number, work address, work telephone or fax number.
- b. Staff may post personal contact information for the purposes of maintaining professional contacts and exchanging informational resources via e-mail and the Internet. Staff may post personal contact information of others only with prior permission and/or the purpose of fulfilling district responsibilities. Such postings shall conform to all district policy, and to state and federal law.
- c. When posting student information to a publicly accessible Web site or other location, students may be identified by first name only.
- d. Staff members should disclose to their school principal, ETC or district NTC any inappropriate message they receive.

4. **Illegal Activities**

- a. Staff may not attempt to gain unauthorized access to Nysnet or to any other computer system through Nysnet or go beyond their authorized access. This includes attempting to log in through another person's account or to access another person's files without authorization.
- b. Staff must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. Staff must not use Nysnet to engage in illegal activity or conspiracy including, but not limited to, the manufacture, sale or purchase of illegal drug(s), the purchase or sale of alcohol, the purchase or sale of stolen property, criminal gang activity or threatening the safety of another person.

5. **Inappropriate Activities**

- a. Restrictions against inappropriate activities apply to all uses of Nysnet resources.
- b. Staff must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- c. Staff must not post or send messages intending to cause damage or disruption.
- d. Staff must not engage in personal attacks, including prejudicial or discriminatory attacks.

- e. Staff must not harass another person. Harassment is persistently acting in an inappropriate manner that distresses or annoys another person.
- f. Staff must not knowingly or recklessly post false or defamatory information about a person or organization.
- g. Staff must not seek to view or download inappropriate media, i.e., pornographic or offensive images and/or literature, or gratuitous violence. Staff accessing such material under any circumstances will promptly notify the principal, building ETC or district NTC. This will protect against a claim of intentional violation of this regulation, and/or state or federal law.
- h. Failure to follow district policy may lead to disciplinary action. In addition, criminal and/or civil charges may be filed.

6. **System Security**

- a. Staff members are responsible for their account(s) and should take all reasonable precautions to prevent others from being able to use their account(s). Under no conditions should staff members provide access to their account(s) to another person. Staff members are permitted to access Nysnet only via their own accounts and/or temporary user accounts made available for instructional purposes.
- b. Staff members must immediately notify their principal, building ETC or the district NTC if a possible security problem has been identified. Staff should not search for security problems because this may be considered as an attempt to gain illegal access.
- c. Staff members must avoid the spread of computer viruses by following district virus protection procedures. If a virus is suspected, the building ETC or district NTC must be notified immediately.
- d. No software other than district-approved/purchased software may be loaded on any district computer. The building software review team must approve installation of new software. Unless authorized by the building ETC or district NTC, no staff member may download, install/uninstall or otherwise alter software and hardware systems.
- e. District-owned software may not be copied to any other media or transmitted in any form for the purpose of being used on any system outside the district without permission from the building ETC and/or the district NTC.

7. **Respect for Privacy**

- a. Staff will not repost a message that was received and marked “confidential” without permission of the person who sent the message.

8. **Respecting Resource Limits**

- a. Large files should be transferred only with prior approval of the building ETC.
- b. Staff should monitor their disk space usage.
- c. E-mail attachments and message sizes are limited by the system. The building ETC or the district NTC must approve any changes to these limits.
- d. Staff must avoid exchanging chain letters and sending unnecessary messages (spamming) to a large number of people.
- e. Staff must check their e-mail frequently and regularly maintain their mailboxes.
- f. Staff may subscribe only to high-quality discussion groups or mailing lists. These subscriptions should be relevant to their educational, professional and career development or district responsibilities.

9. **Copyright Infringement and Plagiarism**

- a. Staff must respect the rights of copyright owners. They will not plagiarize electronic resources. If unsure whether or not an electronic resource may be used, permission must be requested from the copyright owner.

10. **Free Speech**

- a. Nysnet is a limited forum established for educational purposes (similar to the school newspaper). Therefore, the district has placed restrictions on the use of Nysnet, which limit or prohibit certain forms of speech and/or expression.

11. **Search and Seizure**

- a. The Oregon Public Records Law is applicable to Nysnet. This law states that the owner of a records system, such as a computer network, is the owner of and may access all records contained within that system. Since system maintenance and management require monitoring of resources and records, users should not expect complete confidentiality when using Nysnet.
- b. Maintenance and monitoring of Nysnet may lead to discovery of a possible violation of this administrative regulation, the Board policy IIBGA- Electronic Communications System, and accompanying administrative regulations or the law. An investigation will be conducted if there is reasonable suspicion that a staff member may have violated these policies, the applicable collective bargaining agreement or the law. The investigation will be reasonable, related to the suspected violation, and subject to the requirements of state and federal law.
- c. The district will cooperate fully with local, state or federal officials in any investigation pertaining to a suspected illegal activity conducted through Nysnet.

12. **Due Process**

- a. In the event there is a claim that you have violated this Acceptable Use (Staff) regulation or provisions of the Board policy IIBGA- Electronic Communications System and the accompanying administrative regulations, you will be provided with written notice of the suspected violation and an opportunity to present an explanation before a neutral district administrator.

13. **Limitation of Liability**

- a. The district makes no guarantee that the functions or the services provided by or through Nysnet will be error free or without defect. The district will not be responsible for any damages suffered, including but not limited to, loss of data or interruption of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of Nysnet.

**Nyssa School District
Employee Account Agreement**

Name: _____ Position: _____

School or Department: _____

I have read the Board policy - Electronic Communications System, the Board administrative regulations IIBGA-AR(1) - Electronic Communications System and IIBGA-AR(3) - Acceptable Use (Staff). I agree to follow the rules contained within these policies. I understand that if I violate the rules, I may face disciplinary action in accordance with the applicable employee bargaining agreement and/or established Nyssa School District policy.

I hereby release the Nyssa School District, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my negligent use of Nysnet including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services from vendors. I hereby agree to pay the Nyssa School District any fees or charges incurred by the district due to any illegal or inappropriate use of Nysnet on my part. I also authorize the Nyssa School District to deduct any fees or costs from my salary, charged to the district, due to any illegal or inappropriate use of Nysnet on my part. I understand that the district will inform me, prior to any deduction, of what has occurred, thus giving me opportunity to confirm or deny that any such activity was performed by me.

Signature: _____ Date: _____

Please return to the school Educational Technology Coordinator