

INTERNET USE FOR STAFF

I INTRODUCTION

The purpose of school-provided Internet access is to facilitate for staff communication in support of research and education. To be eligible to have Internet access, staff must be aware of the educational objectives of the Chippewa Hills School District and their local school. Internet access is a privilege not a right, and requires personal responsibility.

II DEFINITION

The Internet is an electronic communication system connecting millions of users to millions of computers from all over the world. Anyone connected to the Internet has the ability to:

- Send and receive electronic messages (e-mail) to and from individuals all across the globe.
- Gather information from a variety of sources (like NASA or other agencies) on a variety of topics, as well as the opportunity to correspond with people (like scientists and professors) who staff these agencies.
- Download programs of all types.
- Download a variety of graphics, sound/video clips, and other data.
- Participate in discussion groups on an incredible number and variety of topics.
- Search many libraries and databases (such as the Library of Congress).

III NETIQUETTE

Staff using school-provided Internet access must first have signed the "Internet Use Staff Agreement". Staff who use school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Use school addresses and phone numbers only . . . even if you think you "know" your correspondent.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Always try to do your best writing, proofread and edit your messages before sending them.
- Download software only with the permission of the school district.
- Do not post personal messages on bulletin-boards or "list serves". Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt its use by other users.
- All communications and information accessed via the Internet should be assumed to be private property.

IV ON-LINE SAFETY RULES

- Do not give out personal information, such as account numbers, home address or a telephone number.
- Notify an administrator or the technology office if you encounter information that makes you feel uncomfortable. Do not respond to any of this information.
- Be very hesitant to agree to get together with someone you "meet" on-line without first thoroughly checking his or her background and references.

V REGULATIONS

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers will be treated as school property. Administrators and technology office staff may review files and messages to maintain system integrity and to insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- To access, upload, download, or distribute pornographic, obscene, sexually explicit, or other inappropriate material as determined by school administration;
- To transmit abusive, obscene, racist, sexually explicit, slanderous or threatening language as determined by school administration;
- To violate any local, state, or federal statute;
- To vandalize, damage, or disable school equipment or the property of another individual or organization;
- To access another individual's materials, information, or files without permission; and
- To violate copyright laws or otherwise use the intellectual property of another individual or organization without permission;
- To participate in a chat line unless authorized by administration for instructional purposes only.
- To use the network for any commercial purpose or financial gain.
- To use the network for political campaigning.
- To use the network for any advertisement or solicitation without approval from the superintendent.
- To use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are commonly considered an annoyance to recipients or degrade system performance.
- To attempt to access material or sites which are blocked by the district, or attempt to use the Internet while access privileges are suspended.

VI CONSEQUENCES

Any violation of district policy and rules may result in loss of school-provided Internet access. Basic consequences include but are not limited to a:

- Warning;
- Loss of privilege to use the Internet or internal network or both; and
- Referral to administration for further discipline.

Disciplinary action will be in keeping with existing procedures and practices regarding inappropriate behavior. When and where applicable, law enforcement agencies may be involved.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege.

Chippewa Hills School District
Administrative Regulation
Board Adopted: March 8, 2004

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INTERNET USE STAFF AGREEMENT

The Chippewa Hills School District is pleased to offer its staff access to the Internet which is an electronic communication system connecting millions of users to millions of computers from all over the world. This computer technology will help propel your schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Staff members should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a staff member would be liable.

While the district's intent is to make Internet access available in order to advance educational goals and objectives, staff members may find ways to access other materials as well. Even though the district has instituted technical methods or systems to regulate staff Internet access, those methods could not guarantee compliance with the district's acceptable use policy. That notwithstanding, the district believes that the benefits of staff members' access to the Internet outweigh any disadvantages. Ultimately, however, staff members are responsible for setting and conveying the standards that they should follow when using media and information sources. Staff members are the models for our students' behavior. Toward that end, the Chippewa Hills School District makes the district's complete Internet policy and procedures available on request for review by staff members, parents, guardians, and other members of the community. Staff members have the right to refuse the offer of Internet access.

STAFF AGREEMENT

I understand and will abide by the provisions, conditions, rights and responsibilities connected to electronic information resources used in the Chippewa Hills School District. I understand that any violations of district policy regarding Internet access may result in disciplinary action and/or appropriate legal action. I agree to report any knowledge of misuse of the information system to the appropriate administrator. Misuse can come in many forms, and can be viewed as any messages sent or received that indicate or suggest pornography, unethical, or illegal solicitation, racism, sexism, inappropriate or slanderous language, and other determinations. All the rules of conduct described in the Chippewa Hills School District Internet Use for Staff Policy shall apply. I understand that Chippewa Hills School District reserves the right to withdraw Internet access privileges at any time for any reason.

I recognize that it is impossible for the District to restrict access to all controversial and inappropriate materials available on the network. I will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials obtained via the network. I consent to the unrestricted release of any of my work, materials, and/or records that I voluntarily or accidentally place in public-access storage areas on the District network/Internet.

Please check **ONLY ONE** of the following statements and then sign below:

I have read and understand the Chippewa Hills School District Internet Use for Staff Policy, and hereby request that I be allowed **Internet** access on the District network in accord with these terms.

I have read and understand the Chippewa Hills School District Internet Use for Staff Policy, and hereby request that I **NOT** be allowed **Internet** access on the District network in accord with these terms.

Staff Member (Print) _____

Signature _____

Date _____

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