

STAFF RESPONSIBILITIES FOR INTERNET ACCESS

Staff must follow the Lab Use Policy and Procedures when scheduling use of District computer labs.

**COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS
ACCEPTABLE USE POLICY FOR CONWAY SCHOOL DISTRICT STAFF**

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply.

The School District will enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and E-mail system are owned by the District, and all messages or data composed, stored; sent, or received using the system are and remain the private property of the District. They are not the property of the employee. Any personal property shall be stored on removable media (external devices).
2. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The School District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. To ensure the safety and well-being of staff and students, the School District reserves, and will exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended

recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.

10. Employees are not to use others' passwords or allow others to use their password. Sharing passwords or leaving a unattended computer logged on constitutes a security breach and is a violation of this policy.

11. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.

12. The District has the authority to terminate or limit access to any program at any time.

13. The technology department is required to report any observed violation of this policy to the building principal and Cc: to the superintendent of schools.

This policy is meant to ensure that all staff are in compliance with RSA 91-A.

Computer lab use procedures will be developed by the administration.

The Network Supervisor will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement and network information form before establishing an account or continuing their use.

I understand and accept the Staff Acceptable Use Policy.

Name (please print)

School

Signature

Date

Adopted by Conway School Board – September 24, 2001

Reviewed with no change – February 5, 2004

Revision Adopted - June 8, 2009