

PROGRAM DEVELOPMENT/STAFF RESPONSIBILITIES FOR STUDENT INTERNET ACCESS

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and elevate resources in order to offer “favorites” and menus of hyperlinked materials which comply with curriculum guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways that point students to those which have been reviewed and elevated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

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

The School District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District’s computer systems including E-mail and Internet use.

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 intends to 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.
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. The School District reserves, and intends to 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 password protected.
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 an 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.

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 beyond September 1, 2001.