

## **Policy 4040**

### **Personnel**

#### **Fall River Joint Unified School District Employee Acceptable Use Policy**

Fall River Joint Unified School District (the 'District') is providing employees access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for employees' acceptable use of the Fall River Joint Unified School District electronic network.

- The Fall River Joint Unified School District electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Fall River Joint Unified School District electronic network has not been established as a public access service or a public forum. Fall River Joint Unified School District has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Access is a privilege — not a right. The District has the authority to determine appropriate use and may deny, revoke, or suspend a user's privilege upon its determination of inappropriate use.
- It is presumed that employees will honor this agreement. The district is not responsible for the actions of employees who violate them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Employees will indemnify the district for any damage that is caused by employees' inappropriate use of the network.
- Employees are expected to follow the same rules, good manners and common sense guidelines that are used with other daily employment activities as well as the law in the use of the Fall River Joint Unified School District electronic network.

#### **General Unacceptable Behavior**

While utilizing any portion of the Fall River Joint Unified School District electronic network, unacceptable behaviors include, but are not limited to, the following:

- Employees will not post information that, if acted upon, could cause damage or danger of disruption.
- Employees will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Employees will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If an employee is told by a person to stop sending messages, they must stop.
- Employees will not knowingly or recklessly post false or defamatory information about a person or organization.
- Employees will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Employees will not use speech that is inappropriate in an educational setting or violates district rules.
- Employees will not abuse network resources such as sending chain letters or "spamming."

- Employees will not display, access or send offensive messages or pictures.
- Employees will not use the Fall River Joint Unified School District electronic network for commercial purposes. Employees will not offer, provide, or purchase products or services through this network.
- Employees will not use the Fall River Joint Unified School District electronic network for political lobbying. Employees may use the system to communicate with elected representatives and to express their opinions on political issues.
- Employees will not attempt to access non-instructional district systems not related to their position, such as employee information systems or business systems.
- Employees will not connect any wired or wireless devices not supported by the District to the District network without the prior approval of the Director of Technology. This includes the use of computers, switches, hubs, routers, wireless access points, etc.
- Employees will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Employees will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Employees will not use the District network for downloading entertainment software or other files not related to the mission and objectives of the Fall River Joint Unified School District for transfer to a user's home computer or other personal device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Fall River Joint Unified School District.

#### **E-Mail**

- Employees will use District e-mail accounts to conduct Fall River Joint Unified School District business.
- Employees shall not distribute their personal, non-district e-mail addresses to parents, students, or others for contact related to their Fall River Joint Unified School District responsibilities.

#### **District web site**

Staff posting to the district web-site will not:

- Use the District web site for personal financial gain
- Use the District web site for fund raising
- Use the District web site for political advertising or issue advocacy
- Use the District web site for transmitting or requesting and receiving materials inconsistent with the mission and values of the Fall River Joint Unified School District
- Post any material, text or images, allowing the identification of any individual student without prior written approval by site administration or their designee that the proposed posting meets Board criteria for parental approval of posting student information
- Post any student addresses or telephone numbers at anytime.

#### **Real-time, Interactive Communication Areas**

- Employees may use chat or instant messaging in an environment that has been established to support educational activities and has been approved by the district or individual school.

#### **System Security**

- Employees are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should employees provide their password to another person.

- Employees must immediately notify an administrator or the Director of Technology if they have identified a possible security problem. Employees should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Employees will not attempt to gain unauthorized access to any portion of the Fall River Joint Unified School District electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing". The teacher(employee)-student situation excluded.
- Employees will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

### **Software and Files**

- Software is available to employees to be used as an educational resource. No employee may install, upload or download software without permission from the district technology department.
- An employee's account may be limited or terminated if a employee intentionally misuses software on any district-owned equipment.
- Routine maintenance and monitoring of the Fall River Joint Unified School District electronic network may lead to discovery that a employee has violated this policy or the law. Employees should not expect that files stored on district servers or workstations are private.

### **Technology Hardware**

- Hardware and peripherals are provided as tools for employee use for educational purposes. Employees are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

### **Videoconference**

- Videoconferencing is a way that employees can communicate with other employees, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, employees can see, hear, and speak with other employees, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Employees' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by employees apply during all videoconference sessions.

### **Controversial Material**

It is against District policy to use district resources to access inappropriate or offensive material. In an effort to comply with the Children's Internet Protection Act (CIPA) the District uses blocking and filtering services which make it difficult for employees to gain access to inappropriate or offensive sites on the Internet. Users should realize, however, that it would be impossible to find and block all objectionable content on the Internet. Therefore, if a user encounters material inappropriate to an educational environment, s/he should report the URL (Internet address) to the Director of Technology.

### **Disclaimer**

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.

- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.
- The Fall River Joint Unified School District reserves the right to change its policies and rules at any time.

**Violations of this Acceptable Use Policy**

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when disciplinary action and/or legal action or actions by the authorities are the appropriate course of action.

Board approved: 2/11/09  
Board revised: 12/14/2011

## **Fall River Joint Unified School District Employee Acceptable Use Policy Agreement Form**

Employee Name: \_\_\_\_\_

I have read the Fall River Joint Unified School District Employee Acceptable Use Policy document. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_