
PROPOSED NEW STAFF INTERNET POLICY:

Purpose:

The purpose of this policy is to set forth guidelines for staff to access the School District's computers, computer systems, electronic networks, email and communication systems, servers, Internet and Internet technologies for safe and responsible use, hereafter referred to as the computer network or electronic networked information resources.

General Statement of Policy

In making decisions regarding staff access to the School District's computer network, the School District considers its own stated educational mission, goals, and strategic direction. Access to the School District's computer network enables staff to explore libraries, databases, web pages, other online resources, and exchange messages, information, and knowledge with staff, students, colleagues, other professionals and students around the world.

The scope of the computer network system for staff has a focused educational purpose to include the use of the system for classroom activities, communication, educational research, professional development, and information sharing. Staff are expected to use the electronic resources to further educational and professional goals consistent with the mission of the School District. The use of the School District computer network is a privilege, not a right. The use of the School District's computer network is at the staff member's own risk. The District's computer network is provided to support the educational program of the School District of Mauston. The computer network shall not be used for unauthorized purposes or financial gain unrelated to the mission of the school district.

The computer network is provided on an "as is, as available" basis. The School District will not be responsible for any damage staff may suffer. The School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School District computer network, nor is it responsible for damages or injuries from improper communication or damage to property used to access the computer network. Routine maintenance and monitoring of electronic information, including the School District's computer network, may lead to a discovery that a staff member has violated this policy, another School District policy or federal or state law.

Dependent on the nature and degree of the irresponsible use of the computer network and a violation of it, irresponsible use of the School District networks, may result in one or more of the following consequences: suspension or cancellation of use or access privileges, payments for damages or repairs, and or discipline or discharge under other appropriate School District policies, or civil or criminal liability under other applicable laws.

**RESPONSIBLE USE GUIDELINES FOR ELECTRONIC INFORMATION
RESOURCES AND COMPUTER NETWORKS FOR STAFF**

Electronic information, resources and technologies are assets of the School District and are protected from unauthorized access, modification, destruction and disclosure.

1. **Any electronic device, personal or school owned, and any communication about school matters are subject to all policies and guidelines, as applicable, plus any state and federal laws including copyright laws.**
 - a. **Use of a staff member's personal device or school district device and any form of communication about a student will be considered a pupil record under Wisconsin Pupil Records Statute 118.125.**
 - b. **Use of a staff member's personal device or school district device and any form of communication that is school related is subject to Wisconsin Statute 120.12 (28), Public Record Access.**
2. **The School District reserves the right to monitor, read or copy any item on or using the School District's computer network. Staff will not vandalize, damage or disable any electronic technology or system used by the School District.**
3. **By authorizing use of the computer network, the School District does not relinquish control over electronic information contained on the computer network system. Staff members should not expect privacy in the contents of personal electronic information on the School District's computer network.**
4. **Staff (while either on /off School District property and/or use of personal or school issued electronic devices while on the School District computer network) shall not use electronic technologies to create, access, review, upload, download, complete, store, print, post, receive, transmit or distribute:**
 - a. **Pornographic, obscene or sexually explicit material or other visual depictions;**
 - b. **Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;**
 - c. **Materials that use language or images that are in appropriate in the education setting or disruptive to the educational process;**
 - d. **Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others;**

- e. Orders for shopping online during time designated as work time by the School District; and
 - f. Staff are encouraged to use personal electronic storage when saving or storing personal information (such as pictures, videos, music and other files.)
5. Staff members shall not use electronic information to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 6. Staff shall not use the School District's computer network to engage in any illegal act or violate any local, state or federal laws.
 7. Staff will not use the School District's computer network for political campaigning, or to further political affiliation.
 8. Staff shall not use the School District's computer network to vandalize, damage or disable the property of another person or organization. Staff will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in "spamming" or by any other means. Staff shall not tamper with, modify or change the district system software, hardware or wiring or take any action to violate the School District's security system. Staff will not use the district's electronic information in such a way as to disrupt the use of the system by other users.
 9. Staff shall not use the computer network to gain unauthorized access to another person's materials, information or files without the implied or direct permission of that person.
 10. Staff shall not deliberately or knowingly delete a student or employee file.
 11. Staff shall not post private or confidential information about another individual, employee or student, on social networks.
 12. Staff shall not attempt to gain unauthorized access to the School District's computer network or attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to them. Staff shall keep all account information and passwords private.
 13. Staff shall not use the School District's computer network to violate copyright laws or usage licensing agreements.

Acknowledgment

Employee Name: _____

I acknowledge that I have read School District of Mauston **Board Policy - 522.8 Responsible Use of Technology and Internet Safety for Staff**, I understand that my use of Mauston School District computer network is governed by School Board policies and by law. *This acknowledgement will be in effect July 1 – June 30 each year.*

Signature: _____

Date: _____

Legal Reference: Wisconsin Statutes 943.70, 947.0125, Federal Law:
Children’s Internet Protection Act
Cross Reference: 363.2 Responsible Use of Technology and Internet
Safety for Students
Approved: 3/16/09
Reviewed: **1/20/14**
Modified:
