

# ADMINISTRATIVE PROCEDURE

IFA(2)

## INSTRUCTIONAL PROGRAM STAFF LIVNET ACCESS POLICY

NOVEMBER 12, 2018

Reviewed 2024

Employees of the Livonia Public Schools will be provided access to network resources and electronic equipment and communications (hereinafter called LivNet\*) for educational purposes. This access to LivNet is designed to assist in collaboration and the exchange of information, to facilitate personal and professional growth in the use of technology, and to enhance information gathering and communication skills. The use of LivNet includes limited access to the Internet using their own personal device or a District device.

Staff must comply with the following acceptable use of LivNet for Livonia Public Schools:

1. The use of LivNet is a privilege and may be revoked by the District at any time.
2. The District reserves the right to monitor and review, at any time, user practices and any information accessed, created, used, stored, sent, received, or downloaded on District computers or equipment.
3. Any misuse of LivNet may result in disciplinary action. Misuse of LivNet shall include, but is not limited to, the following:
  - a. Malicious use of LivNet through hate mail, harassment, profanity, obscenity, vulgar statements, or discriminatory acts.
  - b. Illegal installation or use of copyrighted software and files.
  - c. Intentionally seeking information on, obtaining copies of or modifying files, data, or passwords belonging to other users.
  - d. Disrupting the operation of LivNet through abuse of the hardware or software.
  - e. Use of LivNet for any commercial-for-profit purpose.
  - f. Use of LivNet for noneducational/nondistrict-related communications.
  - g. Use of LivNet to access or process pornographic materials, inappropriate text, images or audio/video files, or files dangerous to the integrity of LivNet.

\*LivNet includes, but is not limited to, personal devices used to access the internet, any of the District's computers, printers, scanners, file servers, networks, software, labs, and other technology related devices.