

Employee Internet/E-Mail Usage

Electronic mail ("e-mail") is defined as a communications tool whereby electronic messages are prepared, sent, and retrieved on personal computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference material, and messages are sent and retrieved electronically on personal computers. As part of the District commitment to utilization of new technologies, almost all of our employees have access to the Internet.

Because of the unique nature of e-mail/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:

1. It is District policy to limit Internet access to school business. Employees are authorized to access the Internet for personal business after hours, in strict compliance with this policy. The introduction of viruses or malicious tampering with any computer system is expressly prohibited and may immediately result in severe consequences.
2. Employees using District accounts are acting as representatives of the school and should act accordingly so as not to damage the District's reputation.
3. Files downloaded from the Internet must be scanned with virus-detection software before installation or execution. All appropriate precautions should be taken to detect any virus and, if necessary, prevent its spread.
4. The truth or accuracy of information on the Internet and in e-mail should be considered suspect until confirmed by a separate, reliable source.
5. Employees will not place school materials (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without prior permission from the building principal or technology specialist.
6. Alternate Internet Service Provider connections to the District's internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).
7. The Internet does not guarantee privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.
8. Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.
9. Any infringement by an employee may be the responsibility of the school. Therefore, the District may choose to hold the employee liable for their actions.

10. While the District does not intend to regularly review employees' e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

Policy History:

Adopted on: June 28, 2004

Revised on: