

NETWORK PRIVACY AND ACCEPTABLE USE POLICY FOR DISTRICT STAFF MEMBERS

It is the intention of the Tri-County Computer Services Association (TCCSA) and the member Board of Education (District) to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers, network, and electronic messaging systems of the TCCSA.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the TCCSA/District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses, which are unacceptable under any circumstances:

- the transmission of any language or images which are of a graphic sexual nature
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- uses that constitute defamation (libel or slander)
- uses that violate copyright laws
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- any commercial or profit-making activities
- any fundraising activities, unless specifically authorized by an administrator

Security and Integrity

District Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

District Staff members shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the designated System Administrator).

District Staff members shall report to the designated System Administrator or a District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

Right of Access

Although the TCCSA respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the TCCSA/District's computer network and messaging systems require that full access be available at all times. TCCSA/District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the District and staff members should have no expectation that any messages sent or received on the TCCSA/District's systems will always remain private.

AGREEMENT

I have read the "Network Privacy and Acceptable Use Policy for District Staff Members" relating to staff use of the computers, computer networks, and electronic messaging systems of the TCCSA/District.

I would like to be given access to the TCCSA/District's computer network and any electronic messaging systems is a privilege which may be withdrawn in the event of non-compliance with the above Policy.

I agree to comply with the "Network Privacy and Acceptable Use Policy for District Staff Members" and understand that access to the network and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy.

Staff Member Signature

School District/Agency

PLEASE PRINT: _____

Date above signed: _____

***** <u>OFFICE USE ONLY</u> Login Name: _____ UIC: [,]	
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