

Employee Acceptable Use Policy

Learning is enhanced through technology's endless possibilities. Employees have opportunities to gather information, communicate with people all over the world, and create their own products. The District provides employees with technology services. These services include the use of computers, servers, other technology equipment, and the Internet.

Some sites on the Internet may contain offensive material. Even though it is impossible to have control over all of the information on the Internet, the District has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive educational experience. Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private.

The District:

- Filters out most of the inappropriate material.
- Supervises and monitors employees.
- Provides employees with the understanding and skills needed to use technology in an appropriate manner.

Acceptable Use of Technology

- The use of the District's technology is a privilege and not a right.
- Technology is designed to be used as a tool to assist with the instructional objectives of the District. Employees shall use technology efficiently to minimize interference with others.

Prohibited uses of the Technology include, but are not limited to:

- Exchanging, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- Encouraging the use of or promoting the sale of controlled substances or drugs.
- Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- Logging in to the system using another user's account or password.
- Leaving an account open or unattended.
- Violating any local, state, or federal regulation or statute.
- Altering computer equipment as set up by the system administrator.
- Installing unauthorized software without system administrator approval.

Social Media Usage

Social media should only be used during work hours where it is directly linked to your role or your current work e.g. to promote an event or campaign which you are currently working on.

District Rights And Responsibilities

- The District reserves the right to monitor all activity on the Internet.
- The District reserves the right to block any material on the Internet.
- The District reserves the right to deny access to technology to any individual.
- Security on the network is a high priority. The Superintendent or designee shall establish procedures that will maximize system security.
- No warranties are made or given with respect to any service, any information, or any software contained within the Internet.
- Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by the District are those of the individual and do not represent the position of the District.
- Accounts which are inactive for more than 30 days may be removed by the District along with the user's files without prior notice.
- District staff is responsible for supervising student use of technology.

Discipline

Employee discipline for violation of any part of these rules and procedures shall be based on the severity of the infraction. Discipline of employees may involve actions up to and including termination. Perpetrators may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency when appropriate.

I have read the Internet Use Policy. I understand that this access is designed for educational purposes. Le Mars Community Schools have the right to limit access to materials that are questionable. I will not hold the school responsible for materials that I may access from the internet. I hereby give consent for independent access to networked electronic information resources, including the Internet. I will support Le Mars Community Schools in all decisions regarding the use of the Internet.

Employee's Name (Please Print) _____

Signature of Employee _____

Date: _____