

Staff Appropriate Use Policy Estherville Lincoln Central School District

Because technology is a vital part of the Estherville Lincoln Central Community School District's curriculum, electronic devices, on-line communication tools, local area network and Internet may be made available to employees at the request of the administration.

Email

Email accounts will be provided to staff as deemed necessary by the administration. Public employees are subject to open records laws; meaning that the school email account provided to you can at any time be reviewed and email can be printed out to be displayed to administrators, school board members, and others.

Please set up a free or other email account for personal and private matters. Technology personnel configure, maintain and correct any school email issues. If they come across inappropriate material they are obligated to report it to the administration.

Do not use your school email account to send or forward jokes, chain letters, videos, bulk newsletters, quotes or pictures that are not related to your job function.

Internet

To comply with the Children's Internet Protection Act security software is in place as a protective measure to filter, monitor and manage Internet traffic. Having security software in place does not guarantee that staff members will not reach inappropriate websites and material. The Internet that the school district provides for staff is to be used as an educational resource and must remain professional. Violations are reported to building principals and the superintendent's office. Consequences may result in dismissal from your position and/or other penalties as determined by school officials.

Technology Equipment and Printing

ELC staff members are offered a variety of technology equipment, including printers to use throughout the district. Taxpayer dollars provide these resources for education purpose use only. Please do not use the printers for personal reasons. Abuses of this may result in re-imburement of expenses, revoked privileges, or other consequences determined by technology staff and/or administration.

Privacy Law/Confidential Information

All staff members of the Estherville Lincoln Central School District are bound by privacy and confidentiality laws. This means that all staff members are required to take every precaution to keep information private and confidential. Staff members' network accounts are private. Never should a staff member let a student or another person use their network account logon. Staff should never leave their computer logged in and unattended. If you must leave your computer unattended, please log off or lock the screen. This is a very serious matter which can cost you your job and/or invoke a lawsuit.

Responsible Use

Employees are expected to practice responsible, professional, appropriate use of the technology equipment, local area network, Internet, and email. Violations may result in discipline up to and including discharge.

It is the policy of the Estherville Lincoln Central Community School District to (that):

1. Prevent user access and transmission of any inappropriate material via the Internet and other electronic communication devices
2. Prevent unauthorized access and unlawful online activity by forbidding violation of copyright laws, licensing agreements, or plagiarizing works they find on the Internet. Students shall cite all quotes, references, and sources.
3. Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)]
4. Users will not make deliberate attempts to degrade, vandalize, hack, disrupt or break equipment, software, or network performance.
5. Users will not attempt to gain unauthorized access to information resources, another person's materials, information or work folder, files, or use another staff member's network account.
6. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
7. Staff shall use all technology and communications responsibly and ethically while practicing appropriate online behavior.

Education, Supervision, Monitoring

It shall be the responsibility of all members of the Estherville Lincoln Central Community School staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Estherville Lincoln Central staff will provide age-appropriate training for students who use the district's Internet facilities. The training provided will be designed to promote the school's commitment to:

1. The acceptable use of the Internet services as set forth in the district's Appropriate Use and Internet Safety Policy
2. Student safety with regard to: Safety on the Internet, appropriate behavior while online, cyberbullying awareness and response, unauthorized access, including hacking and other unlawful activities by minors online, use and dissemination of personal information regarding minors
3. Compliance with the E-rate requirements of the Children's Internet Protection Act

Because the school is legally bound by CIPA to monitor online activities, no right of privacy shall be expected by ELC staff using the District's network and Internet.

Employee Agreement on Use of E-Mail and the Internet

I have read, understand and agree to comply with the Staff Appropriate Use Policy. I understand that I have no expectation of privacy when I use any of the technology equipment or on-line services. I am aware that violations of this policy may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I understand that my use of the on-line technology may reflect on the image of the Estherville Lincoln Central School District and that I have a responsibility to maintain a positive representation of the school.

Employee Signature: _____

Employee Printed Name: _____

Date: _____