

Policy 1001.3: Employee Use of Network, Computer, Information Systems, Email, & Internet

Computers and computer networks, including internet access and email systems, provide valuable tools that support the education of students at Meridian Technical Charter High School. Employees are expected to use all network resources for purposes appropriate to the education environment at all times. Employee users must refrain from any use that is not consistent with the policies, purposes, or objectives of Meridian Technical Charter High School. Meridian Technical Charter High School will make prudent efforts to limit improper use. MTCHS encourages creativity; this document does not preclude MTCHS employees from exploring different uses and innovations of computer hardware and software, so long as they are work appropriate activities, academic pursuits, and is within the spirit of this document.

All employee users are expected to abide by the following rules of internet and network conduct:

Users of electronic communications (including, but not limited to, email, web pages, on-line collaborations, listserves and discussion groups) should be mindful that communications originating within the school may be construed as representative of the school. Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise not consistent with the policies, purposes, and objectives of Meridian Technical Charter High School.

Users who accidentally access inappropriate material are expected to discontinue the access as quickly as possible and to report the incident to a network supervisor or the charter administrator.

Users will not violate any local, state, or federal regulation or statute.

Users will not reveal personal information about others and be cautious when revealing personal information about themselves (age, gender, phone number, address, etc.). Users will not use the network, internet or individual computers or other equipment in such a way that it would disrupt the use by others.

Users will respect network resource limits. They will use their directories on the network to store documents they have created and will delete them when they are no longer needed. They will not download or copy large files unless they are necessary for a school-related project. Such files must be deleted when they are no longer needed. Through routine maintenance, individual files may be reviewed and deleted by designated technology staff.

Users who can, or think they can, identify a security problem on the network must notify a system administrator. Users should not demonstrate security problems to others, nor should they go looking for security problems, because this may be construed as hacking, which is illegal.

Users may not log in to or use someone else's account. Logins and passwords must be kept secure. Individuals are responsible for the contents of their network directories.

Users will not use school internet or network resources to sell or offer for sale any goods or services without board approval.

Network Filter

All school networks, including Virtual Private Networks (VPN) and Remote Desktop, are filtered and logged for content, sites visited, and duration of use as required in Idaho Code 33-131. This includes all guests, students, classified, certified, and administration. These logs are reviewed by designated technology staff to ensure that the network resources are used for appropriate educational uses. Filtering Internet usage includes, but is not limited to, obscene materials as defined in Idaho Code 18-1514 which is harmful to minors.

Violations to Internet Usage

Any employee who violates this policy or uses the network/Internet for improper purposes shall be subject to discipline, up to and including discharge.

Intellectual Property

All works that an individual creates on the network or computers should be assumed to be the intellectual property of Meridian Technical Charter High School under federal copyright law. All works on the network, computers, or storage devices are open to monitoring/scrutiny by building administration, Information Systems personnel, and/or designees of administrators. All files, materials or documents may be reviewed and deleted by designated technology staff.

Copyright

All users should abide by current copyright law. If text or multimedia files from the internet or other electronic sources are used, they must be used according to the Fair Use Guidelines established by federal copyright law and policies of Meridian Technical Charter High School, and cited accordingly.

Electronic Devices

Electronic communication or data devices will be used only in a manner consistent with the policies of Meridian Technical Charter High School. These devices include, but are not limited to, handheld calculators, PDA's (personal digital assistants), cell phones, smart phones, pagers, electronic book devices, tablets, and laptop computers.

Software and Peripheral Devices

Appropriate licenses must be held for all software. Peripheral devices (including, but not limited to, printers, scanners, and storage/data devices) must be approved and installed by designated personnel. Donated equipment and software are subject to the same policies. Any conditions or activities not specifically listed above that are not consistent with the policies, purposes, and objectives of Meridian Technical Charter High School are prohibited.

E-Mail and Electronic Communications Use

- The school maintains an electronic mail system. This system is provided by the school to conduct school business. All messages or communications composed, sent or received

on the electronic mail system are and remain the property of the school. They are not the private property of any employee.

- Use for personal business shall be kept to a minimum and shall conform to State, Federal regulations and school policy.
- The electronic mail system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
- The electronic mail system shall not be used to create any offensive or disruptive messages. Among those considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, religious or political beliefs, national origin, or disability.
- The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, proprietary financial information, or similar materials without prior written authorization. Electronic mail that contains confidential student information (defined in JSD#2 Policy 504.60 – Education Records) is considered an educational record and is intended for the designated recipient or recipients with a legitimate educational interest in the confidential student information and shall not be forwarded to any person or persons who do not have a legitimate educational interest in the confidential student information (see JSD#2 Policy 504.60 – Education Records, lines 35-73). Electronic mail that contains confidential personnel information is intended for the designated recipient and shall not be forwarded to any person other than an administrator/supervisor.
- The school reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the school without the permission of the employee. Further, the use of password for security does not guarantee confidentiality. The confidentiality of any message should not be assumed. Even when a message is erased, it may still be possible to retrieve and read that message. Employees shall not, without clearance by an authorized district representative, attempt to gain access to another employee's messages without the latter's permission.
- School e-mail addresses will not be linked to social networking accounts and social websites which are not representative of the school.

Wireless Guest Network

The school wireless network may be accessed, which is provided by the network administrator or designee. By using the school wireless network the user agrees to the following:

All Internet usage will be filtered and logged according to Network Filtering.
Personal devices connected to the wireless network may be monitored and reviewed at any time by designated technology staff.

Personal web accounts visited while connected to the wireless network may be monitored and reviewed at any time by designated technology staff.

CONSEQUENCES OF INAPPROPRIATE USE OF NETWORK/INTERNET RESOURCES

Any action by a user that is determined by an administrator or designee to constitute an inappropriate use of the network or electronic information/communication systems or Idaho Code 18-2201, 18-2202, and 33-132 or to improperly restrict or inhibit other users from using these resources will result in disciplinary action and/or loss of access to, or use of these resources and/or legal action. A user will be required to reimburse Meridian Technical Charter High School for any losses, costs, or damages, including attorney's fees, caused by inappropriate use.

School Limitation of Liability

Meridian Technical Charter High School makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data, or interruptions of service. The school is not responsible for the accuracy or the quality of the information obtained through or stored on the system. The school will not be responsible for the financial obligations arising through the unauthorized use of the system.

Legal Reference: Code of Idaho 5/12/2009; 5/10/11 18-1514, 18-2201, 18-2202, 33-131, 33-132, Joint SD#2 Policy Code 1001.30, Joint SD#2 Policy Code 1001.40