**WALWORTH POLICY: 363**

**INFORMATION RESOURCES POLICY**

The Walworth Joint District #1 provides employees with access to and use of a variety of information technology resources. These resources are provided to employees in an effort to allow them to be more efficient, creative, productive and have information that is necessary for them to carry out their responsibilities as a district employee. Employees are expected and required to use these information technology resources in a manner consistent with their positions and work responsibilities with the district. In appropriate use of the district's technology resources may result in discipline according to the employee's negotiated agreement and/or Board Policy.

A. **Definitions**

1. Employee- all regular full time, regular part time, limited term employees, seasonal employees, temporary employees and employees from other agencies working within the Walworth Joint District #1 who have been granted access and use of the district's information technology resources. Volunteers and pre-service staff are expected to follow the same guidelines as the Walworth Joint District #1 employees.

2. Information Technology Resources. For the purpose of this policy, the Walworth Joint District #1 will define information technology resources as any equipment, hardware or software that is assigned and available for employees to use in the course of their employment or their affiliation with the district. These resources include, but are not limited to, fax machines, printers, software applications, Internet access, voicemail, email, desk/laptop computers, scanners multimedia equipment, computer terminals, telephones, copy machines and data networks.

**B. Software Use**

Only work-related software is to be used on district computers, No personal software, even if bought by an individual specifically for classroom/office computer use, may be installed and used without prior authorization from the District Administrator. This applies to, includes but is not limited to, games, screen savers, utilities and communication software.

**Copying and Duplication of Software**

The illegal copying and duplication of software for any reason is expressly prohibited. Any software in use on any district computer must be a legally licensed copy. The only exceptions to the above policy are demo software, shareware and freeware, Software such as these must be checked for viruses by the computer coordinator before being used.

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**Copyright and Plagiarism**

International copyright and plagiarism laws protect all commercially purchased software. District employees are expected to comply with all such laws.

**Internet Use**

Internet access is provided to authorized district employees. Employees are encouraged to use the Internet and the resources found therein for research and instruction for official district responsibilities.

**Monitoring/Auditing Internet Use**

The network software and hardware possessed by the district have the capability to monitor Internet activity by users. The network will be configured to prevent employees from visiting sites that are inappropriate and unlikely to be helpful in conducting district business. The district conducts random audits of all Internet activity with the intent of insuring that such activity conforms to district guidelines.

Under no circumstances shall an employee, unless directly related to work, or unless requested by the District Administrator, visit or make repeated attempts to visit, any Internet site that is educationally inappropriate. These sites include, but are not limited to:

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Pornographic sites Sites with nudity Sites that deal with illegal activity

**Electronic Mail (E-mail)**

The e-mail system is the property of Walworth Joint District #1 and is provided to employees to assist them in conducting district business. E-mail of a personal nature should not be used during the student contact time (if a teacher) or work related times (if a classified employee).

All messages composed, sent or received on the e-mail system are and remain the property of the Walworth Joint District #1. The Walworth Joint District #1 reserves the right to monitor the e-mail system in order to ensure that it is being used for approved purposes only and to ensure that district policies are being followed.

Employees do not have a personal privacy right to any material created, stored or sent from the district e-mail system. E-mail is not secure.

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**Prohibited E-mail Activities**

Employees are prohibited from sending e-mail or otherwise using the e-mail system in connection with any of, but not limited to, the following activities:

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Engaging in personal business or entertainment outside of approved time (lunch/supper time, break time, before/after school, working hours). Engaging in illegal, fraudulent or malicious activities. Sending or storing offensive, discriminatory, disruptive, obscene or defamatory material. Annoying or harassing other individuals. Using another individual's account or identity without explicit authorization. Attempting to circumvent or defeat the security/auditing systems without prior authorization. Accessing/retrieving or reading e-mail messages sent to other individuals without prior authorization, Permitting unauthorized individuals to access the district's e-mail system. Sending out mass e-mail messages with the intent of disrupting the e-mail system.

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**Other Information Technology Resource Use**

Information technology resources are the property of the Walworth Joint District #1 and are provided to employees to conduct their day-to-day operations. The use of such resources for personal use of any kind is not permitted without authorization of the District Administrator. Examples of unacceptable use include, but are not limited to:

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Unauthorized uses. Illegal purposes. Transmitting threatening, abusive, obscene, lewd, profane or harassing material, or material, which may suggest any lewd or lascivious act. Intentionally preventing or attempting to prevent disclosure or your identity with the intent to frighten, intimidate, threaten, abuse or harass any other person, Transmitting or distributing material that is confidential to Walworth Joint District #1. Disrupting network services, such as distributing computer viruses. Intercepting or altering the network. Reproduction and/or distribution of copyrighted materials without appropriate authorization.

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**Passwords**

Users who have the need to access the district wide network will be required to have a password. The password will be agreed upon by the Computer Coordinators and the District Administrator.

**Security**

The following security guidelines have been set up for all authorized information technology resources users:

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Users may not seek to gain unauthorized access to information resources. Users are responsible for properly safeguarding any administrative data and are held accountable for any activity that occurs under their login name or password. Any unauthorized activity on an account must be reported to the employee's supervisor immediately. Users may not obtain copies of files or modify files of others.

**Intellectual Property**

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Any and all documents, applications or programs, which are conceptualized, designed, created or applied during a period an employee receives remuneration from the district and/or created during work hours, becomes the property of the Walworth Joint District #1, Any and all documents, applications or programs, which are conceptualized, designed or applied during a period in which an employee was hired as an independent consultant or contractor to perform such duties, shall be considered the property of the Walworth Joint District #1.

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**Audit**

Any computer that belongs to the Walworth Joint District #1 may be subject to random audits for content and activity by the Computer Coordinator under the direction of the District Administrator. Additional reasons for audits include, but are not limited to:

Detecting the presence of unauthorized, personal or illegal software. A summary of the contents of the hard drive. Content of e-mail found in the inbox, sent mail, deleted mail or other mail folders.

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**Errors and Omissions**

This policy is designed to enable employees to maximize use of the resources available to them. The Walworth Joint District #1 believes the knowing of bounds of activity protects both the individual employee and the Walworth Joint District #1 from potential disciplinary or liability issues.

While this policy is not all encompassing, the Walworth Joint District #1 believes that each employee should apply personal standards of professional, moral and ethical conduct when using information system resources. This does not mean that any activity/item/event not mentioned in this document, is a condoned act. Any items not mentioned in this policy that relate to inappropriate behavior or actions with respect to the district information technology resources will be addressed on a case-by-case basis.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, race, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

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APPROVED:

April 23, 2001