

1 **4012**

2 **Staff Internet and Computer and Information Technologies Use**

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4 Internet access is an important tool for communicating, keeping up-to-date
5 with current developments in education, and for conducting research to
6 enhance management, teaching and learning skills. The following
7 procedures and guidelines are intended to ensure appropriate use of the
8 Internet at the school by the district's faculty and staff. Staff should also
9 refer to the district's policy on Staff and District Social Media Policy.

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12 **I. Staff Expectations in Use of the Internet**

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15 **A. Acceptable Use While on Duty or on School Property**

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17 1. Staff shall be restricted to use the Internet to conduct
18 research for instructional purposes.
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20 2. Staff may use the Internet for school-related e-mail
21 communication with fellow educators, students, parents
22 and patrons.
23
24 3. Staff may use the Internet in any other way which
25 serves a legitimate educational purpose and that is
26 consistent with district policy and good professional
27 judgement.
28
29 4. Teachers should integrate the use of electronic and
30 information technology resources into the classroom.
31 As the quality and integrity of content on the Internet is
32 not guaranteed, teachers must examine the source of
33 the information and provide guidance to students on
34 evaluating the quality of information they may encounter
35 on the Internet.

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37 **B. Unacceptable Use While on Duty or on School Property**

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39 1. Staff shall not access obscene or pornographic material.
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41 2. Staff shall not engage in any illegal activities on school
42 computers and information systems, including the
43 downloading and reproduction of copyrighted materials.
44

- 45 3. Staff shall not use school computers or district Internet
46 access to use peer-to-peer sharing systems such as
47 BitTorrent, or participate in any activity which interferes
48 with the staff member's ability to perform their assigned
49 duties.
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51 4. The only political advocacy allowed by staff shall be
52 lobbying via e-mail on educational-related issues.
53 Before engaging in this sort of activity, staff must obtain
54 the consent of the superintendent or designee.
55
56 5. Staff shall not share their passwords with anyone,
57 including students, volunteers or fellow employees.
58
59 6. Supervision of students is of the utmost importance.
60 Use of technology related devices shall not interfere
61 with supervising students appropriately.
62

63 **II. School Affiliated Websites**

64 Staff must obtain the permission of the administration prior to creating or
65 publishing any school-affiliated web page which represents itself to be
66 school-related, or which could be reasonably understood to be school
67 related. This includes any website which identifies the school district by
68 name or which uses the school's mascot name or image.
69

70 Staff must provide administrators with the username and password for all
71 school-affiliated web pages and must only publish content appropriate for
72 the school setting. Staff must also comply with all board policies in their
73 school-affiliated websites and must comply with the board's policy on
74 professional boundaries between staff and students at all times and in all
75 contexts.
76

77 Publication of student work or personally identifiable student information on
78 the Internet may violate the Federal Education Records Privacy Act. Staff
79 must obtain the consent of their building principal or the superintendent
80 prior to posting any student-related information on the Internet.
81

82 **III. Enforcement**

83 **A. Methods of Enforcement**

84 The district owns the computer information system(s) and can
85 monitor e-mail and Internet communications, Internet usage, and
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87

88 patterns of Internet usage. Staff members have no right of privacy in
89 any electronic communications or files, and these are subject to
90 search and inspection at any time.

- 91
- 92 1. The district uses an information technology filter and or
93 protection measure that blocks access to some sites
94 that are not in accordance with the district's policy.
95
- 96 2. Due to the nature of technology and information
97 technologies, the filter may sometimes block pages that
98 are appropriate for staff research. The system
99 administrator may override the technology protection
100 measures that blocks or filters Internet access for staff
101 access to a site with legitimate educational value that is
102 wrongly blocked.
103
- 104 3. The district may monitor staff use of the Internet by
105 monitoring Internet use history to ensure enforcement of
106 this policy.
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108 **B. Any violation of school policy and rules may result in that**
109 **staff member facing:**

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- 111 1. Discharge from employment or such other discipline as
112 the administration and/or the board deem appropriate;
113
- 114 2. The filing of a complaint with the Commissioner of
115 Education alleging unprofessional conduct by a certified
116 staff member;
117
- 118 3. When appropriate, the involvement of law enforcement
119 agencies in investigating and prosecuting wrongdoing.
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121 **IV. Off Duty Personal Use**

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123 School employees may use the internet, school computers, and other
124 school technology while not on duty for personal use as long as such use
125 is (1) consistent with other district policies, (2) consistent with the
126 provisions of Title 92, Nebraska Administrative Code, Chapter 27
127 (Nebraska Department of Education "Rule 27"), and (3) is reported as
128 compensation in accordance with the Internal Revenue Code of 1986, as
129 amended, and taxes, if any, are paid. All of the provisions of Rule 27 will
130 apply to non-certified staff for the purposes of this policy. In addition,

131 employees may not use the schools Internet, computers, or other
132 technology to access obscene or pornographic materials, sext, or engage
133 in any illegal activities.

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135 Adopted on: September 11, 2007

136 Revised on: July 13, 2010; March 8, 2016; September 13, 2016; July 10,
137 2018

138 Reviewed on: July 10, 2012; March 8, 2016; September 13, 2016; July 10,
139 2018