

STAFF INTERNET USE –PROCEDURES

The use of the Internet is a privilege, not a right. The Sanford School Department, in order to implement the Committee's Staff Internet Use policy will enforce the following administrative procedures. Although some specific examples of prohibited use are stated, these administrative procedures do not attempt to stat all required or prescribed behaviors. The Superintendent and his/her designees shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

I. ACCEPTABLE USE

Access to the Internet is provided for educational purposes and research consistent with the School Department's educational mission, vision and goals.

All Employees wishing to access the Internet through the Sanford School Department must sign a form acknowledging that they have received and read the Staff Internet Use Policy and Procedures

II. UNNACCEPTABLE USE

Employees are responsible for their actions and activities involving the Internet. Examples of prohibited conduct include, but are not limited to, the following:

- A. Accessing, transmitting or posting materials or communications that are:
 - 1. Damaging to another's reputation,
 - 2. abusive
 - 3. obscene
 - 4. threatening
 - 5. contrary to the school's policy on harassment
 - 6. harassing, or
 - 7. illegal including:
 - a. violation of copyright or other contracts
 - b. violation of any U.S. or State laws or regulations;
- B. Copying or downloading copyrighted material without the owner's permission, except when the copying is a "Fair Use" under the copyright laws.
- C. Using the Internet for private financial or commercial gain or unauthorized private or commercial advertising;
- D. Wastefully using resources
- E. Using any software which has the purpose of damaging the school department's system or other user's system;

- F. Gaining unauthorized access to resources or entities;
- G. Using another user's account or password;
- H. Posting material created by others without their consent;
- I. Posting anonymous messages;
- J. Forging of electronic mail messages; and
- K. Attempting to read, delete, copy or modify the electronic mail or other users and deliberately interfering with the ability of other users to send/receive electronic mail.

III. COMPENSATION

Employees shall compensate the school department for any losses, costs, telephone charges or damages incurred by the school department relating to or arising out of that employee's violation of the Internet Use policy and procedures

IV. VANDALISM

Vandalism will result in cancellation of privileges and/or other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy any equipment, materials, and data. This includes, but is not limited to , the uploading or creation of computer viruses.

V. TELEPHONE CHARGES

The Sanford School Department assumes no responsibility for any unauthorized charges or fees, including, but not limited to long distance charges, per minute surcharges and/or equipment or line costs

VI. MONITORING OF COMMUNICATIONS

The School Department's Internet access is provided only for school related purposes. Employees have no right to privacy when using Sanford School Department Internet access. By using the School Department's computers and Internet access, all employees consent to monitoring of any and all communications they transmit, receive or store on School Department computers

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SANFORD SCHOOL DEPARTMENT