



Staff Acceptable Use Policy- Information Access Network

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will shift the ways they share ideas, transmit information and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities. This will be accomplished not only with our connection to the Internet, but will also include the use of an area network that the district will make available.

The Internet is offered to staff and students to conduct research, and to communicate with others. Communication over the network and the Internet is often public in nature therefore general rules and standards for professional behavior and communications should apply.

With the availability of electronic mail telecommunications are not considered safe enough that we would want employees to share confidential information about other students or employees. **Staff should expect that all E-mail is not considered confidential and should therefore be used with discretion.**

We would appreciate the following behaviors to not be permitted over district networks or the Internet:

- Sharing of confidential information on students or employees
- Harassing, insulting or attacking others
- Sending, downloading or displaying offensive messages or pictures
- Using obscene language
- Trespassing in others' folders, documents, or files
- Using others' passwords, or attempting to gain access to others' passwords
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus or in some way hamper the operation of the network).
- Violating regulations prescribed by the network/Internet provider
- Violating copyright laws
- Intentionally wasting resources
- Employing the network for commercial purposes
- Assisting a campaign for election of a person or for the promotion of a ballot proposition

Schoolcraft Community Schools, under guidance from the Children's Internet Protection Act, has put in place an internet filtering web appliance, the Sophos WS1100, to prevent objectionable material from being displayed on school computers. In the event internet content is blocked to staff but deemed necessary and appropriate for instruction and or research, this internet site and or sites can be unblocked by submitting an Internet Site Request form available through the technology department.

Staff members who oversee students' access to the network and Internet are responsible for providing direction regarding proper etiquette and acceptable procedures for use of these services. Staff members should always be present to monitor these individuals while using the network. As part of the Protecting Children in the 21st Century Act, Schoolcraft Schools will be providing grade-level appropriate education to all students on the following topics:

- safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
- the dangers inherent with the online disclosure of personally identifiable information
- the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online

As a staff member of Schoolcraft Schools, you may be requested to either provide or assist in providing this instruction to students.

TERMS AND CONDITIONS

1. **Acceptable Use** - The purpose of SCS-IAN is to support research and education through the access and use of the Internet. The use of your account must be in support of education and research, and consistent with the educational objectives of the Schoolcraft Community Schools. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US, foreign or international or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges. The system administration, in conjunction with district administration, shall deem what is appropriate use and may close an account at any time. The administration, faculty, and staff of Schoolcraft Community Schools may request the system administrator to deny, revoke, or suspend specific user accounts.

3. **Disclaimer** - Schoolcraft Community Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Schoolcraft Community Schools shall not be responsible for any damage suffered by the user. This includes loss of data resulting from delays, nondeliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the SCS-IAN is at your own risk. Schoolcraft Community School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

4. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on the SCS-IAN you must notify your local system administrator. Do not demonstrate the problem to others. Do not use another individual's account. Attempts to log on to the SCS-IAN as a system administrator shall result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the SCS-IAN.

5. **Vandalism** - Vandalism shall result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above-listed agencies, or other networks that are connected to the SCS-IAN. This includes, but is not limited to, the uploading or creation of computer viruses.

6. **Computers and their use** – Information should be saved on the U (HOME) directory only. The U drive will be backed up on the server each night and will be protected and available to you from any location in the district. Information saved on the desktop computer will not be protected, and will be wiped clean in the event that work needs to be done on your unit.

All software installed on your computer must be approved by the Technology Department. Software must be an original copy. It must reside at school, and cannot be installed on more than one computer unless correct 'seating licenses' are obtained.



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SCS-IAN Staff Use Agreement

I understand and will abide by the above SCS-IAN Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action, and/or appropriate legal action may be taken.

User Name (please print)

User Signature

Dated: ____ / ____ / ____

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