

Internet and Email Policy

To maximize the benefits of its computer resources and minimize potential liability, ISD 361, otherwise referred to as the District, has created this policy. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully.

You are given access to our computer network to assist you in performing your job. You should not have an expectation of privacy in anything you create, store, send, or receive on the computer system.

1. Although the District encourages the use of its technology equipment, users must comply with all governing Policies and Regulations.
2. The computer and network is not the students' or staffs' private system and should not be considered personal or private. It is, however, as secure as current reasonable industry standard allows.
3. Information stored on District computers should not contain important personal information. It can be deleted when repairs are done.
4. **Email is not a confidential medium for transmitting personal information.** Consider the information contained in an email about as secure as what is written on a postcard.
5. On the basis that others can capture and review email on the Internet, ISD 361 recommends that it be used only for legitimate educational purposes.
6. There is no absolute guarantee of privacy when using any school technology.
7. Students and staff should be advised not to give personal information over the Internet. For students, this information includes, but is not limited to, their full name, telephone number, and home address. Staff should limit revealing only their school related contact information, as this is already available via the Department of Children, Families, and Learning.
8. When exchanging or sharing records with other school districts or public agencies, District staff must insure that safeguards are in place to protect the privacy rights of students under federal law. This includes that the mode of delivery is secure and the agency receiving the information has the rights to the information. These rules of confidentiality apply to student records that are computerized.
9. The District filters and/or blocks objectionable sites as dictated by the Technology Committee and found in the document, **Blocked Internet Categories**. All users can request a site to be blocked or unblocked. The school Library Media Specialist can help users request blocks or unblocks of sites.
10. Staff shall not use their email account to harass, terrorize, or in any other illegal activity.

Adopted: 05-20-02

Revised: