

MOUNT BAKER SCHOOL DISTRICT STAFF COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

The network of the Mount Baker School District offers high speed internet access for academic and professional use. Our goal in providing this service is to promote educational excellence through resource sharing, innovation and communication. In order for staff to use the computer network, staff must accept these terms for network use.

All Staff members are responsible for expectations on school computer networks just as they are in a classroom. The code of professional conduct and ethics apply to your use of the computer network. Be prepared to be held accountable for unacceptable use with disciplinary or legal action.

SAFETY AND SECURITY

The Mount Baker School District filters the Internet and makes every attempt to prevent the viewing of inappropriate material. This filtering is not perfect and staff may still be able to view objectionable content. The viewing of some content may be a violation of local and federal laws. All violations of local and federal laws will be investigated and appropriate action taken.

Material created and/or stored on the system is not guaranteed to be private. Network administrators or other staff may review the system from time to time. Staff should expect that emails, material placed on Web pages, and other work that is created on the network may be viewed by a third party.

If you become aware of a security problem:

- Notify the network administrator immediately if you identify a security problem.
- Do not identify or show security problems to others.
- Notify the network administrator immediately if you encounter any material that violates this Acceptable Use Policy.

STAFF ACCESS TO NETWORKED INFORMATION RESOURCES

With the spread of telecommunications throughout the modern work place, the District 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 bring new responsibilities as well as opportunities.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. This district reserves the right to access stored records in cases where there is a reasonable cause to expect wrong-doing or misuse of the system. Courts have ruled that all messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

STAFF ACCESS TO NETWORKED INFORMATION RESOURCES

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily. Exemptions for some staff will be available due to job limitations. In these cases the employee's supervisor is responsible to communicating important information to those employees.

The network is provided for staff to conduct research and communicate with others. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply.

Electronic mail and telecommunications should not be utilized by employees to share confidential information about students or other employees because messages are not entirely secure. Sharing of confidential information that becomes public will be the responsibility of the person who originally shared that information.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

UNACCEPTABLE USE

The following behaviors are unacceptable when using the Mount Baker Computer Network:

- Sharing confidential information on students or employees;
- Sending or displaying offensive messages or pictures;
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition;
- Harassing, insulting or attacking others as defined by professional code of conduct;
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus);
- Violate copyright laws;
- Using others' passwords;
- Trespassing in others' folders, documents, or files;
- Employing the network for commercial purposes, financial gain, or fraud;
- Violating regulations prescribed by the network provider;
- Promoting, supporting or celebrating religion or religious institutions;
- Damaging school district resources in any manner;
- Using the school district's resources for gambling, extortion, pyramid schemes, chain letters;
- Installing software that has not been approved by the school district.

Please note: This is not meant to be a finite list, but examples of actions that may result in disciplinary action.

APPLICANT

I have read and understand the school district policies relating to acceptable use of the Mount Baker School District computer network and the Internet. I agree to abide by them. I further understand that any violation of the policies is unethical and may constitute a violation of law. Should I commit any violations, my access privileges may be revoked, disciplinary action may be taken, and/or legal action may be taken.

User's Full Name (please print) _____

User Signature: _____ Date: _____