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Category: 6000 Personnel

Policy: 6370

Type:

Title: **Staff Use of Computerized Information Resources****6370**

Adopted: Last Revised:

01/01/97

02/11/97

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The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying procedures.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent or his/her designee(s) to provide staff with training in the proper and effective use of the DCS.

Staff use of the DCS is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. All such agreements shall be kept on file in the District office.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative procedures will further define general guidelines of appropriate staff conduct and use as well as proscribed behavior.

District staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal; and state law.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

## **Privacy Rights**

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with requirements of this policy and accompanying procedures. Staff should **NOT** expect that information stored on the DCS will be private.

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## **Further**

It shall be each individual user's personal responsibility to be aware of the potential for and possible effects of manipulating electronic information and to verify the integrity and authenticity of information that he or she compiles or uses from the Internet.

Each individual user is responsible to recognize and respect the diversity of the population and the opinions of other Internet users; to behave ethically; and to comply with the legal restrictions regarding the use of the information resources. Accessing or disseminating information that is illegal, defamatory, abusive, racially offensive and/or adult-oriented will be deemed a violation of this policy which could result in disciplinary and/or legal action against the violator.

## **Implementation**

The Board of Education directs the Superintendent or his designee to develop administrative regulations to implement the terms of this policy, addressing general parameters of acceptable staff conduct, as well as prohibited activities, so as to provide appropriate guidelines for employee use of the DCS.

ADOPTED BY THE BOARD OF EDUCATION AT ITS  
FEBRUARY 11, 1997 MEETING