

Holgate Local Schools

Network Privacy and Acceptable Use Policy for Staff Members

It is the intention of the Holgate Local Schools Board of Education to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system. The following are uses which are unacceptable under any circumstances:

- The transmission of any language or images which are of a graphic sexual nature
- The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation.
- The transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening.
- The connection of any wireless device to the computer network unless specifically authorized by the District's network administrator.
- Uses that constitute defamation (libel or slander)
- Uses that violate copyright laws
- Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- Any commercial or profit-making activities
- Any fundraising activities, unless specifically authorized by an administrator

Responsible Care

District staff members assume responsibility for the general care and maintenance of technology equipment while in their possession, including the use of portable devices used off campus. Care is defined as returning the equipment free of marks, dents, scratches, or other physical damage beyond normal wear. Maintenance is defined as using the equipment only for its intended purpose, observing proper operation procedures, and supervising to keep others

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from using the equipment. Costs of repair or replacement of a District-owned device, due to improper use or negligence, will be the responsibility of the staff member.

Social Media

All Access to Social Networking sites are prohibited during school hours. An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

Security and Integrity

Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system. Staff members shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the district's network administrator).

Administrator or District Hardware Technician

Staff members shall report to an Administrator or District Hardware Technician any actions by students or other staff members which would violate the security or integrity of any computer, network, or messaging system whenever such actions become known to them in the normal course of their work duties. **This shall not be construed as creating any liability for staff members for the computer-related misconduct of students or other staff members.**

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Right of Access

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require that full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the School District and staff members should have no expectation that any messages sent or received on or through the School District's systems will always remain private.

Revised: April 2017

Legal Ref.: ORC 3313.20, 3313.47 *Children's Internet Protection Act of 2000*, 47 USC 254 (h), (1)

Board Policy: 7540.04

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I have read and agree to abide by the Staff Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the Board's Education Technology, I agree to communicate over the Internet and the network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines. I understand that individual users have no expectation of privacy related to their use of the District's Education Technology.

Staff Member's Name Printed: _____

Staff Member's Signature: _____ Date _____