

## ***Pueblo School District No. 70*** **Employee Acceptable Use Policy**

### **A. Purpose**

1. Pueblo School District No. 70 (“PSD70”) has obtained access to *the Network*, a regional electronic communication system, which includes Internet access. District staff has been authorized to develop regulations and agreements for the use of *the Network* that are in accord with the District policy statement and other District policies, including the student disciplinary code. This document contains the District Internet regulations and agreements.
2. PSD70 is providing employees of the district with access to *the Network*, a regional electronic communication system, which includes Internet access.
3. *The Network* has a limited educational purpose. The term “educational purpose” includes use of the system for classroom activities, professional or career development, and limited high-quality personal research activities. All use must be in compliance with the acceptable use provisions of PSD70 and the Internet service provider.
4. Users may not use *the Network* system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. PSD70 acquisition policies will be followed for purchase of goods or services through the system for PSD70 use.
5. Users may not use the system for unauthorized political lobbying. Employees may use the system to communicate with their elected representatives and to express their opinion on political issues in accord with state law and PSD70 District policies.
6. Employee use will also be governed by District employment policy and the collective bargaining agreement. All use will be in compliance with the acceptable use provisions of the Children’s Internet Protection Act (CIPA) and the Internet service provider.

### **B. Responsibilities**

1. The Superintendent, or his/her designee, will serve as the coordinator to oversee the District system.
2. The building Principal, or his/her designee, will serve as the building-level coordinator for the system, will approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting all PSD70 Acceptable Use Policies at the building level.

3. District staff is authorized to develop regulations and agreements for the use of *the Network* that are in accord with this policy statement and other District policies, including the student disciplinary code. These regulations can include, but are not limited to:
  - a. Acceptable use policies for students, staff and board members, and guests.
  - b. The level of access that will be provided at various grade levels.
  - c. A district Web policy.
  - d. Agreements for students, employees, and community members and informational material for parents.

**C. Due Process**

1. PSD70 will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through PSD70's system.
2. Employee violations of this policy will be handled in accord with PSD70's employment policies and the collective bargaining agreement.
3. Any District administrator may terminate the account privileges of an employee user by providing notice to the user. Employee accounts not active for more than 90 days may be removed, along with the user's files without notice to the user.

**D. Search and Seizure**

1. Employees have a limited privacy expectation in the contents of their personal files and records of their on-line activity while on the District system.
2. Routine maintenance and monitoring of the system may lead to discovery that the employee has been or is violating this policy, the collective bargaining agreement, or the law.
3. An individual search will be conducted if there is reasonable suspicion that an employee has violated this policy, the collective bargaining agreement, or the law. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. PSD70 is authorized to conduct an individual search.
4. Employees should be aware that their personal files may be discoverable under CRS 24-80-101, State Archives and Public Records, CRS 24-72-201, the Colorado Open Records Act, and/or CRS 24-6-401, the Colorado Sunshine Act.

**E. Academic Freedom, Free Speech, and Selection of Material**

1. Board policies on Academic Freedom and Free Speech will govern the use of the Internet.

2. When using the Internet for class activities, teachers will:
  - a. Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
  - b. Preview the materials and sites they require students' access to determine the appropriateness of the material contained on or accessed through the site.
  - c. Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
  - d. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
3. An Internet filtering system will be used by PSD70 to assist in filtering objectionable content governed by Academic Freedom and Free Speech as approved by the Superintendent and/or Board of Education. Individual Internet sites may be blocked as deemed necessary by teachers, principals, and/or administrative employees of the District.

**F. Access**

The following levels of access will be provided:

1. Individual Accounts for District Employees. District employees may be provided with an individual account. An Employee Use of District Technology (Acceptable Use Agreement) (FILE: GBEE-E) will be required for an individual account. This agreement must be signed by the Employee.
2. PSD70's Department of Technology will establish a process that will monitor authorized employee access.

**G. Unacceptable Uses**

The following uses of the system are considered unacceptable:

1. Personal Safety (Restrictions are for students only):
  - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.;
  - b. Users will agree not to meet with someone they have met on-line without their parent's or guardian's approval and participation;

- c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities:

- a. Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing";
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal;
- c. Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security:

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person;
- b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access;
- c. Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if they download software.

4. Inappropriate Language:

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages;
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language;
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption;
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks;

- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
  - f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy:
- a. users will not repost a message that was sent to them privately without permission of the person who sent them the message.
  - b. users will not post private information about another person.
6. Respecting Resource Limits:
- a. users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research;
  - b. users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
  - c. users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
  - d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota;
  - e. Users will subscribe only to discussion group mail lists that are relevant to their education or professional/career development. Students may subscribe with the approval of their instructor or building principal and must unsubscribe at the end of the school year unless special arrangements are made.
7. Plagiarism and Copyright Infringement:
- a. users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user;
  - b. users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Access to Inappropriate Material:

- a. users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher or building principal and the parent or guardian. District employees may access the above material only in the context of legitimate research.
- b. If user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

H. **PSD70 Limitation of Liability and Indemnification**

1. PSD70 makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the system will be error-free or without defect. PSD70 will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. PSD70 is not responsible for the accuracy or quality of the information obtained through or stored on the system. PSD70 will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold PSD70 harmless from any losses sustained as a result of misuse of the system by user. PSD70 will inform all users of the system about this limitation of liability and indemnification.

I. **Copyright**

1. Users of the system will not engage in copyright infringement. Because of the extent of copyright protection of certain work accessed through the Internet or posted on the Internet is unclear, users will make a standard practice of requesting permission from the holder of the copyright if their use of the material has the potential of being considered as infringement.

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