

Board Policy

Code No. 401.13R1

STAFF INTERNET/NETWORK ACCEPTABLE USE REGULATION

The goal of technology in the Bettendorf Community School District is to enhance, extend, and enrich the learning process and to create new opportunities for teaching and learning. Bettendorf Community School District employees who access the district's network facilities are obligated to the following policies.

Electronic Mail Usage

The District's electronic mail system and its related software, hardware, and data files are owned and controlled by the School District. Electronic mail services are provided to staff for the purpose of communication within the district, with educationally-related outside resources, and with parents. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Under the direction of the Superintendent, the Director of Technology may access an individual's account without the individual's permission if any of the following conditions exist:

1. Illegal use is suspected; a law is being violated
2. Suspected use of e-mail for commercial activities
3. Suspected harassment of a district employee
4. Suspected violation of a district policy
5. Problems arise with an individual account
6. Use is interfering with District computer networks or e-mail systems

I. General Use of Electronic Mail

Access to electronic mail is a privilege that carries certain responsibilities.

- A. E-mail users are expected to be ethical and responsible in their use and to comply with state and federal laws. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Never consider electronic communications private.
- B. Users are responsible for safeguarding their identification codes and passwords, and for using them only as authorized.
- C. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name that identifies the author as being from the School District. Users will be held personally responsible for the content of any electronic mail messages transmitted using their assigned account.
- D. Attachments are limited to 20 MB at the server. Messages with attachments larger than 20 MB will be rejected.
- E. Users are expected to delete files on a regular basis to keep storage manageable.
- F. Any message received from an unknown sender should be immediately deleted. Do not open email from an unknown source. Downloading any file attached to a message from an unknown source is prohibited.
- G. An employee's e-mail may be accessed if the user is unexpectedly absent and crucial documents related to the operation of the school district need to be retrieved.
- H. When an individual leaves the District, the e-mail account will be terminated.

II. Personal Use of Electronic Mail

E-mail may be used for incidental personal purposes during off-work hours or lunch provided that:

- A. Use does not directly or indirectly interfere with the District operation of the network or its e-mail services.
- B. Use does not interfere with the user's district assigned responsibilities.
- C. Users do not violate this policy, or any other applicable policy or law, including but not limited to use for personal gain, conflict of interest, harassment, defamation, copyright violation or illegal activities.

III. Misuse of Electronic Mail

- A. No user shall use the Bettendorf Community School District e-mail system for the purpose of transmitting fraudulent, defamatory, harassing, obscene, or threatening messages, or any other communications that are prohibited by law or in violation of copyright.
- B. No user shall forward chain letters, jokes, political or politically related material, or use e-mail to sell items.
- C. No user shall create "Spam", that is, exploit or similar systems for the widespread distribution of unsolicited mail.
- D. Automatic logons should not be used. This protects you from others sending e-mail under your name. Each user will enter his/her password each time he/she logs onto their e-mail account.
- E. District e-mail services may not be used for a mass-mailing not of District or educational business; messages which promote or disparage a political view or candidate; lobbying; commercial activities not approved by the appropriate supervisory District personnel; personal or financial gain.
- F. E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless expressly authorized to do so.

Network Usage

All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The user will be held accountable for his/her actions and activities involving the district technology and network. Each user assigned an account will be responsible to safeguard that account. All information on the Bettendorf Community School District network, including computers, servers, network or computer attached storage devices, and media belongs to the Bettendorf Community School District. The Bettendorf Community School District reserves the right to monitor all use in order to maintain the integrity of the network.

- I. Users may not download or store personal or illegal copies of software, music, or other copyrighted files on the district's network or any individual computer.
- II. Users may not install software on district computers without prior permission from the Director of Technology. An individual who requests installation of a software application not purchased by the District must present proof of license prior to installation.
- III. Files stored on District computers or network servers must be related to curriculum or District initiatives. Files no longer needed should be removed.
- IV. Personal computers or other network devices will not be permitted access to the District network without prior knowledge of the Director of Technology; however, limited Internet access may be available through the district Public Wireless Network.

Internet Usage

The Internet is a global network composed of millions of interconnected networks supported by private, public, educational, commercial, and governmental entities with millions of users. The Bettendorf Community School District considers this network invaluable in providing our staff and students access to resources that can enhance the educational opportunities for our students.

- I. If a user accesses a site which is inappropriate in a school setting, click out of the site immediately and do not return.
- II. A user may not transmit material or software in violation of any district, local, state, or federal statutes.

- III. A user shall not intentionally access or download any text/graphic file or engage in any form of communication that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or manner of distribution, will cause a material and substantial disruption of proper and orderly operation and discipline of school activities.
- IV. A user who gains access to any service via the Internet which results in charges will be held responsible for any incurred costs.

Violations

Inappropriate use of the Bettendorf Community School District technology or network will not be tolerated.

- I. Suspected or known violations of policy or law should be reported to the Director of Technology.
- II. Any violation of this policy will subject the user to discipline which may result in revocation of e-mail service privileges; up to and including termination of employment; referral to law enforcement agencies; or other legal action.

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