

**SERIES 500
PERSONNEL**

522.7

EMPLOYEE COMPUTER AND INTERNET USE

The Marshall School District provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This access is provided to increase communication within the District, enhance productivity and assist users in improving their schools. The computer network is owned by the district, including all systems, processors, peripherals, equipment, supplies and electronic transmissions under the administration of and owned by the Marshall School District.

Failure to comply with Board policy regarding employee computer and internet use may result in disciplinary action, up to and including discharge. Illegal uses of Marshall School District's computers will also result in referral to law enforcement authorities.

A. Access to School Computers, Networks and Internet Services

1. The level of access that employees have to Marshall School District's computers, networks and Internet services is based upon specific employee job requirements and needs.
2. The Marshall School District may filter Internet traffic coming into its network in order to restrict access to inappropriate sites. Nevertheless, the district has no control over information on the Internet. Individual users are, therefore, personally responsible for the display, retention, review, distribution and storage of information or images obtained through the Internet.
3. A current, signed *Employee Acceptable Use Agreement* must be on file with the district office prior to access being granted to any employee.

B. Acceptable Use

1. Employees are to utilize Marshall School District's computers, networks and Internet services primarily for school-related purposes and performance of job duties.
2. Staff use of the computer network may be electronically monitored. The district reserves the right to monitor, access, remove and disclose any message or document created, archived, stored, received, deleted, looked at or sent with the District's computer network, without prior notice to users. Staff suspected of inappropriate or prohibited computer network use shall be investigated. Staff must immediately disclose to their supervisor any messages they received that are inappropriate or that make them feel uncomfortable.

3. Internet and E-mail communications made on the computer network are public, not private, in nature. Staff shall be held accountable for their Internet activities, E-mail messages they have knowingly sent and received, and work they have saved to workstations or to the network.
4. Employees are to utilize district computers, networks, and Internet services primarily for school-related purposes and performance of job duties. Personal use of computers/networks is allowed during non-contracted time. Incidental use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

C. Social Networking

1. The use of online social networking sites such as chat rooms, wikis, blogs, forums and other applications (e.g. Web 2.0) will be allowed online in controlled, staff-supervised settings, and for valid school-related purposes. All other uses are prohibited.
2. Staff wishing to establish a School Sponsored Social Network site must submit their proposal to the building principal and technology coordinator. The site must hold a direct educational value to the sponsoring Marshall School District grade level, department or activity. The teacher/coach/advisor will become the site coordinator and must be able to provide account details to the building principal or technology coordinator upon request. The site coordinator will be solely responsible for adding participants to the social network site and will be responsible for educating the student participants on appropriate use of the site.

Employees must comply with all District policies covering confidential information. Employees may not post confidential or otherwise legally protected information or materials on any online forum. Employees are prohibited from posting photographs of students, staff or parents taken at District premises or events, without explicit permission.

Staff shall not post any information regarding students on the Internet sites that were not created for school-related activities. Staff may create/participate in group sites that support school-approved activities.

3. Staff shall not link to or accept students as "friends" on their own personal Internet sites such as LinkedIn and Facebook or other similar sites.

D. Prohibited Use

1. Any use which would involve accessing, producing, posting, sending, or displaying inappropriate, pornographic, obscene, discriminatory, profane, lewd, vulgar, threatening, or sexually suggestive material, language or images is prohibited. Anything an employee views, sends, knowingly receives, generates, or

accesses must be appropriate for viewing, sending, receiving, generating or accessing by school children.

2. Any use that violates state or federal laws or Board policies against race or gender discrimination, including sexual harassment, is prohibited. All Board policies against sexual harassment and other forms of discriminatory harassment apply equally to communication on school computer resources.
3. Any use that may damage the school system's computer resources is prohibited.
4. Installation of ANY software on District computers including, but not limited to, games, chat clients, email clients, instant messaging, and other non-authorized applications or utilities, without the expressed permission of the Technology Department.
5. Any use that involves plagiarizing or infringing the copyrights or trademarks of any work, including works found on the Internet is prohibited. Staff shall be held personally liable for any of their own actions that violate copyright laws. All sources must be cited.
6. Use of another's ID or password except by a person in the Technology Department authorized to use IDs or passwords. Any user identified as a security risk may be denied access.
7. Any use that intentionally wastes limited resources (including distribution of mass electronic mail messages on non-work-related subjects, opening or forwarding any email attachments from unknown sources that may contain viruses, participation in chain letters, creation of and participation in unauthorized news groups) is prohibited.
8. Any use for personal commercial purposes is prohibited.
9. Any use that involves accessing chat-rooms unless for official school business is prohibited.
10. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.

E. No Expectation of Privacy

Marshall School District retains control, custody and supervision of all computers, networks and Internet service owned or leased by the District. The District reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

District employees must recognize that electronic files and communications are public records subject to state open records requirements, and the District will take appropriate actions to maintain such records in compliance with state law.

F. Confidentiality

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

G. Staff Responsibilities to Students

Teachers, staff members and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with Marshall School District's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the appropriate administrator.

When using the Internet for class activities, teachers will select age-appropriate material that is relevant to the course objectives. Teachers will preview the materials and site they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussion about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

H. Employee Acknowledgment Required

Each employee authorized to access Marshall School District's computers, networks and Internet services is required to sign an Acceptable Use Agreement stating that they have read policy 522.7. The agreement form will be signed annually, and retained in the employee's personnel file.

Legal References:

Cross References: Employee Acceptable Use Agreement. Exhibit 522.7

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