

The School System's EN is to be used solely in support of the School System's educational mission. All other uses are strictly prohibited. The EN shall not be used to publish or transmit any information that (1) violates or infringes upon the rights of any other person; (2) contains material that would be considered abusive, profane or sexually offensive to the average person; (3) contains any advertisement or solicitation of goods or services that are not school-related; (4) relates to the user's personal business or commercial activity; (5) solicits the performance of any unlawful act; (6) encourages the use of controlled substances; or (7) violates any local, state or federal law, Board policy or procedure or school rules.

Computer systems around the world have access to the EN; therefore, the School System cannot control the information available on the EN. Some of the information that can be accessed on the EN may be inaccurate, defamatory, obscene, profane, sexually explicit, threatening, racially offensive or otherwise objectionable. Parents should be aware that such materials are on the EN and should caution their children not to access such materials. Knowingly accessing or otherwise bringing such materials into the school environment is prohibited and will be grounds for discipline, including the loss of user privileges or access.

Copyright Considerations

Many written materials are the personal property of the author or other persons. Copyright laws protect these ownership interests. It is not always possible, particularly in the midst of classroom activity, to know whether a particular material is protected by copyright laws and, if so, whether a particular use is permitted as "fair use." Therefore, students and employees should assume that any material they access on the EN is the property of another and that use of the material is restricted by copyright laws, unless there is definitive evidence to the contrary.

Material downloaded from the EN should not be distributed to others unless such permission is obtained from the owner of the copyright or his/her authorized representative. Users shall not upload computer programs or software of any kind onto the EN unless they obtain permission in advance from authorized school personnel. Users may upload onto the EN only material they authored or material that clearly does not belong to any other person. The School System accepts no responsibility for violation of copyright laws by employees, students or other users.

Public Posting Areas (Message Boards/Groups)

Messages can be posted on the EN from computer systems around the world. The School System has no control over the content of messages posted from these other systems. The administration will determine which message boards and groups are most beneficial to the educational mission of the School System and will carry these on the EN. Use of any other message boards or groups is prohibited. Messages posted locally may be removed by school personnel if they are in violation of Board policy, procedures or school rules. Misuse of message boards or groups may result in termination of the user's access and/or other disciplinary measures.

Real-time Interactive Communications Areas

Students, employees and other users shall not use the real-time conference features of the EN (talk/chat/Internet relay chat) for electronic chit-chat or other non-educational or non-work-related communications. Users also must abide by any restrictions posted on the EN regarding interactive communications.

Electronic Mail

Electronic mail (E-mail) allows messages to be sent electronically to and from persons having E-mail access. Messages should be read and deleted in a timely fashion. Failure to delete messages promptly may result in removal of such messages by appropriate school personnel.

Monitoring the EN, Including E-mail

Use of the EN is limited to support of the School System's educational mission. Therefore, information transmitted or received over the School System's EN (including E-mail) should not be considered "personal" or "private." Messages may be opened and read by the school principal, department head or other appropriate personnel without the consent of the sender or intended recipient. Local, state or federal officials may also obtain access to electronic communications in connection with investigations or other purposes. In addition, messages sent over the EN may be subject to disclosure under the Open Records Act. Therefore, use of the EN for transmitting confidential student or personnel information should be avoided. In addition, an employee found to have used this medium for purposes contrary to this procedure may have privileges terminated and may be subject to disciplinary action pursuant to Board policies and administrative procedures.

Telephone and Other Charges

Use of the EN in the manner permitted by the School System does not generate any additional costs or charges to the School System. Therefore, users will not be charged for such use. However, if the EN is used in a manner that is not allowed by the School System, the users engaged in such disallowed uses will be required to pay all costs incurred. In addition, misuse of the EN in this manner may result in loss of access privileges and other disciplinary measures.

Updating User Identification Information

The School System may occasionally require new or updated information from users. Users must provide all such information as requested. Users also must notify the administration of any changes in user identification information (address, phone, name, school enrollment, etc.).

Password Security

Passwords provide an important means of monitoring EN use and preventing security violations. Therefore, attempts to log in to the EN using another person's password, or falsely posing as a School System administrator, or engaging in other security violations will be grounds for termination of privileges and other disciplinary measures. Users should immediately notify an administrator if their password is lost or stolen or if they believe that someone has obtained unauthorized access to their password.

Vandalism

Computer vandalism is prohibited and may result in immediate termination of EN access and other disciplinary measures. Prohibited conduct includes creating computer viruses, harming or attempting to harm or destroy the School System's hardware, software or data; harming or attempting to harm the data of another user, the EN or any of the agencies or other networks that are connected to the EN. Abuse of a computer system may also subject the abuser to criminal penalties.

Termination of Privileges

An employee's access to, and use of, the EN will be discontinued when his/her employment is suspended or terminated either voluntarily or involuntarily. An employee who disagrees with a decision to suspend or terminate access to the EN may file a complaint under the appropriate employee complaint procedure.

A student's access to, and use of, the EN will be discontinued when the student graduates from high school, withdraws from the School System or is suspended or expelled by the School System. A student whose access to the EN has been suspended or terminated may request, in writing, a review of the decision by the Superintendent or his/her designee. Whenever possible, a final determination shall be sent to the student in writing within ten working days of receipt of the request for a review.

Cross References:

[IFBGA – Electronic Network Access Policy](#)

Reference: GAC - Classified (Non-Certificated) - Employee Complaints; [GAE - Certificated - Employee Complaints](#)