

InstructionComputer"E-Mail"/Internet Access

The District offers the certain staff of the Holdrege Public Schools access to the district computer network, including electronic mail ("e-mail") and the Internet. To gain access to electronic mail (e-mail) and the Internet, all staff must sign and return the "Staff Agreement" form (Appendix "1") to the Central Office.

A. E-Mail and Internet Rules:1. General Rules

- a) The e-mail and Internet networks are provided to staff to conduct research and communicate with others. Access to e-mail and the Internet is a privilege, not a right.
- b) Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with District standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- c) Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.
- d) Users should not expect, and the District does not warrant, that files stored on district servers will always be private.
- e) The District will not be liable for purchases made by any user over the network.

2. Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators and faculty.

- a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs or disks.
- b) Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members.)
- c) Users shall not use or try to discover another user's password.
- d) Users shall not use Holdrege Public Schools computers or networks for activities for personal profit.
- e) Users shall not use the computer for unlawful purposes, such as illegal copying or

installation of unauthorized software. Users shall abide by copyright law.

- f) Users shall not copy, change, or transfer any software or documentation provided by the Holdrege Public Schools District, teachers, or other students without permission from the network administrators.
- g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- h) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.
- i) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the network administrator.
- j) Users shall not engage in "hacking" altering software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.
- k) Users shall not engage in harassment or nuisance actions – bothering another person or entity for no positive reason or creating an interference with another user's ability to make effective use of computing privileges.
- l) Users shall not access resources not specifically granted to the user – whether damage is done or not, such use constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.
- m) Users shall not use district network or servers to download or store non-educational media (songs, videos, etc.)
- n) Users shall not use the computer or district network to promote political, religious or any other personal doctrine.
- o) Users shall not send unsolicited non-educational e-mail.

3. Penalties for Violation of Rules.

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of the Holdrege Public Schools concerning the use of computers and networks may result in disciplinary action up to, and including termination, non-renewal or cancellation of the contract of an administrator, teacher or other school employee.

B. Staff Agreement.

The Administrators, Faculty and Staff Agreement in the forms attached hereto as Appendix "1" and Appendix "2" respectively, are incorporated herein by this reference.

Date of Adoption: April 10, 2006

Holdrege Public Schools *Appendix "I"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the Holdrege Public Schools understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Holdrege Public Schools District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, Policy # 6801 adopted by the Holdrege Public Schools District, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Holdrege Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Holdrege Public Schools nor any of its employees nor any of the institutions for networks providing access to Holdrege Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____
(Please print)

Employee's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

AGREEMENT TO LEASE DISTRICT OWNED COMPUTERS
ADMINISTRATORS, FACULTY AND STAFF AGREEMENT
USING DISTRICT OWNED COMPUTERS UNDER A LEASE ARRANGEMENT

Purpose: The purpose of this special exception is to find a practical solution to the issue of personal use of school computers. The District has an interest in educators becoming more computer literate so as to enhance the educators' ability to incorporate technology into their educational programming. Consistent with this effort, the District is acquiring computers for use by the District's educators. The Board recognizes that it is impractical to have a zero tolerance policy for the educators' use of school computers for personal communication. Some limited use of the school computer for personal communication by educators is appropriate and consistent with the District's mission.

To authorize such personal use, the Board authorizes the administration to lease of District owned computers by educators for limited personal use. The lease cost will be \$20.00 annually. Such cost may be adjusted at the discretion of the Board from time to time. The administration may provide educators with District owned computers, such as notebooks, to take home and use for limited personal use, with an agreement that the educator be responsible for any damages, beyond ordinary wear and repair, to such equipment, that the educator follow the directions of the District with regard to use and care of such equipment, and that the educator return such equipment to the District upon completion of employment or upon request of the District.

1. Limited Personal Use is defined as follows: Non-duty time during the work day.
2. Restrictions on Limited Personal Use.
 - a. During Limited Use time, the user may use the computer for personal purposes. The personal use may not be for business or profit.
 - b. Each and every other policy, regulation, rule or directive relating to use of school computers applies to Limited Use, including without limitation:
 - 1) Access to "adult sites" or "pornographic sites" is not permitted with this lease agreement.
 - 2) Access to gambling sites is not permitted with this lease agreement.
 - 3) Divulging confidential student information or personnel information in not permitted with this lease agreement.
 - c. Right of the District to inspect the computer (personal messages which you send during Limited Use can not be segregated from school use, so such messages may be reviewed during inspections of the computer).
 - d. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. The computer system is not a public forum.

I desire to enter into this lease arrangement to permit limited use of school owned computers. I accept personal responsibility for any damages, beyond ordinary wear and repair, to district owned computers such as notebooks that I may be allowed to take home for personal use, to follow the directions of the District with regard to use and care of such equipment, and to return such equipment to the District upon completion of employment or upon request of the District.

Employee's Name : _____
(Please print)

Employee's Signature: _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.