Internet Safety and Use of Technology
Acceptable Use Guidelines

Employee Policy Guideline
Internet / E-mail / Hardware / Software

Policy 4.9 Internet Safety and Use of Technology

Acceptable Uses of the Internet / Auburn City School E-mail / Hardware / Resources:

The Auburn City Schools' Internet and e-mail access is provided to conduct school business only. ACS encourages the use of the Internet and e-mail because they make communication more efficient and effective. However, Internet service and e-mail are ACS property, and their purpose is to facilitate school business. Every staff member with access to the Internet and e-mail has a responsibility to maintain and enhance the school's public image and to use e-mail and access to the Internet in a productive manner. To ensure responsible use, the following guidelines have been established for using e-mail and the Internet. Any improper use of the Internet or e-mail is not acceptable and will not be permitted.

Unacceptable Uses of the Internet and E-mail:

The school e-mail and Internet access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the school's e-mail or Internet system. Electronic media may not be used for any other purpose that is illegal, against school policy or contrary to the school's best interest. Solicitation of non-school business or any use of the school e-mail or Internet for personal monetary gain is prohibited.

Communications:

Each employee is responsible for the content of all text, audio or images that he/she places or sends over the school's e-mail/Internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender, represents the sender as someone else or someone from another school. All messages communicated on the school's e-mail/Internet system should contain the employee's name.

Any messages or information sent by an employee to another individual outside of the school via an electronic network (e.g., bulletin board, online service or Internet) are statements that reflect on the school. While it is customary to include personal

"disclaimers" in electronic messages, there is still a connection to the school, and the statements may be tied to the school.

All communications sent by employees via the school's e-mail/Internet system must comply with this and other school policies and may not disclose any confidential or proprietary school information.

Security:

The school routinely monitors usage patterns for its e-mail/Internet communications. The reasons for this monitoring are many, including cost analysis/allocation and the management of the school's gateway to the Internet. **All messages created, sent, or retrieved over Auburn City School's e-mail/Internet are the property of the school system and should be considered public information**. Auburn City Schools' reserves the right to access and monitor all messages and files on the school's e-mail/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

Controversial Material:

Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the users' responsibility not to initiate access to such material. Users who voluntarily access such material may be prohibited from using the Internet.