

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE STAFF USE OF  
INTERNET

ADOPTED: October 15, 2012

REVISED: February 15, 2016

	815. ACCEPTABLE STAFF USE OF INTERNET
1. Purpose	<p>The Board supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through interpersonal communications access to information, research, collaboration and Professional Development.</p>
2. Authority	<p>The Internet within the school district has not been established for public access or public forum. The district has the right to place reasonable restrictions on the material that is accessed or posted.</p> <p>The electronic information available to staff does not imply endorsement of the content by the Turkeyfoot Valley Area School District, nor does the District guarantee the accuracy of information received on the Internet. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p> <p>The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p>
3. Delegation of Responsibility	<p>The District reserves the right to log network use and to monitor fileserver space utilization by District users, while respecting the privacy rights of both District users and outside users.</p>
4. Guidelines	<p>Every staff member has a responsibility to use the District's electronic network in a productive and ethical manner.</p> <p>Staff has the responsibility to respect and protect the rights of every other user in the District and on the Internet.</p> <p>Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.</p>

### Prohibitions

Staff is expected to act in a responsible, ethical and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for product advertisement or political lobbying.
4. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
5. Use of the network to access obscene or pornographic material.
6. Use of inappropriate language or profanity on the network.
7. Use of the network to transmit material likely to be offensive or objectionable to recipients.
8. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
9. Impersonation of another user, anonymity, and pseudonyms.
10. Loading or use of unauthorized games, programs, files, or other electronic media.
11. Use of the network to disrupt the work of other users.
12. Destruction, modification, or abuse of network hardware and software.
13. Quoting personal communications in a public forum without the original author's prior consent.

### Security

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of an administrator.

### Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions may be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data or another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

### Copyright

The illegal use of copyrighted software is prohibited. Any data uploaded to or downloaded from the network shall be subject to “fair use” guidelines as defined by the copyright law.

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