



## **Frontier Local SCHOOL DISTRICT**

### **Acceptable Use Policy for Employees**

Frontier Local School District (The District) recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, Frontier Local School District Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Frontier Local School District and its schools. Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on district owned equipment or through district affiliated organizations.

#### ***Rights and Responsibilities of The District***

It is the policy of Frontier Local School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, The District recognizes its legal and ethical obligation to protect the well-being of the students. To this end, the school district retains the following rights and recognizes the following obligations:

#### ***Staff Responsibilities***

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of The District..
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

3. Use district issued staff electronic mail (email) in a professional and courteous manner. All data contained within the email account, as well as any incoming or outgoing messages are scanned for malicious virus threats and archived. Frontier Local School District is the owner of the email account, and may access it at any time as deemed appropriate by the Superintendent.

### *Unacceptable Uses*

1. Use of the network for any unlawful purpose is prohibited.
2. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
3. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
4. Any use of the network for commercial or for-profit purposes is prohibited.
5. Excessive use of the network for personal business shall be cause for disciplinary action.
6. Any use of the computer network for product advertisement or political lobbying is prohibited.
7. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
8. Passwords are to be kept private. Do not share them with anyone.
9. No use of the computer network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
10. Malicious use of the computer network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computer network is prohibited.
11. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the computer network.
12. Use of the computer network to access or process pornographic material is prohibited.
13. The computer network may not be used for downloading and/or installing software or other files that are not directly related to the mission and objectives of The District without the prior approval of the system administrator. This includes freeware, shareware, and copyrighted commercial and noncommercial software.
14. Copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

### *Disclaimer*

1. The District cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. All email messages are archived and be monitored and/or retrieved by The District at any time. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. On August 11, 2011, the FCC released its rules amending Children's Internet Protection Act (CIPA) to include E-Rate provisions of the Protecting Children in the 21st Century Act of 2008. The FCC Order (FCC 11-125) implements the 'educating' requirements of the Protecting Children Act effective FY 2012, meaning any school or school district applying for E-Rate funding (beyond simple telecommunication services) must provide Acceptable Use Policies that include monitoring the online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. To be compliant with this order, The District will provide the above mentioned online safety education that will include acceptable online behavior, cyber bullying, and social networking.
4. The District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
5. The District makes no warranties (expressed or implied) with respect to:
  - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The District reserves the right to change its policies and rules at any time.

***User Agreement***

By signing this document, I acknowledge that I have read, understand, and will abide by the above Acceptable Use Policy when using any computer, any electronic resource/device, and any computer network owned, leased, or operated by Frontier Local School District. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date