

## Lennox School District – Administrative Regulation 4040

### Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the district's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.

2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.

3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.

6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 - Use of Copyrighted Materials)

7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.

8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or

resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.

(cf. 1113 - District and School Web Sites)

9. Users shall report any security problem or misuse of the services to the Superintendent or designee.

### Acceptable Use Policies and Regulations

The following are rules for appropriate use by the District's employees of the District's computers, computer network systems, and the Internet:

- A. Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- B. Do not swear, use vulgarities or any other inappropriate language.
- C. Follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- D. Do not disseminate or solicit sexually oriented messages or images.
- E. Do not publish personal or private information about others or use their images on the internet without prior written permission.
- F. Do not repost a message that contains private information or information that the sender has specifically stated should not be reposted without permission of the person who sent the message.
- G. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only.
- H. Do not use the District's computers and/or network systems to participate in illegal activities including, but not limited to, gambling, fraud, and pornography.
- I. Do not subscribe to bulletin boards, online services, email services or other similar services without prior permission from the technology coordinator or other appropriate personnel.
- J. Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- K. Do not alter, modify, corrupt or harm in any way the computer software stored on District computers or the District's network systems.

- L. Do not install any software on the hard drive of any District computer or on the District's network systems or run any personal software from either a USB drive, CD-ROM, or DVD or other storage media or alter or modify any data files stored on District computers or the District's network systems with prior permission and supervision from the technology coordinator or other appropriate personnel.
- M. Do not download any programs or files from the Internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the Internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.
- N. Do not use any encryption software from any access point within the District.
- O. Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- P. Do not access the District's computers or the District's computer network systems or use the District's connection from a non-District computer without authorization from the technology coordinator or other appropriate personnel.
- Q. Do not use instant messenger services or programs or other forms of direct electronic communication or enter a chat room while using the District's computers, computer network system, and/or the District's internet connection.
- R. Do not disable or circumvent or attempt to disable or circumvent filtering software.
- S. Do not play any games or run any programs that are not related to the District's educational program.
- T. Do not vandalize the District's computers or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer's network and any attempt to harm or destroy data stored on the District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to administration, the technology coordinator or the instructor responsible for the equipment.
- U. Do not commit or attempt to commit any act that disrupts the operation of the District's computers or computer network systems or any network connected to the Internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- V. Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g., internet radio, printing web pages without prior permission, staying on the network longer than necessary to obtain information, etc.).
- W. Do not use the District's computers and/or computer network systems for any commercial or for-profit purposes, private business (including but not limited to shopping or job searching), product advertisement or political lobbying. Personal use is limited to approved items which will be revised yearly.

- X. Do not use the District's computers, computer network systems, and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive materials, spam emails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school and/or district activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Y. Do not plagiarize information accessed through the District's computer, computer network systems, and/or the Internet. Staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the Internet.
- Z. Do not use religious, [or](#) political quotes, [vulgar or offensive language](#), or images of a controversial [or obscene](#) nature in the body of your Email or in your Email signature line when using District Email resources.

[The rules set forth above are not exhaustive or exclusive, and may be added to or amended at anytime at the discretion of the District.](#)

I have read and understand the above acceptable use policies and procedures.

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Signature of Staff Member

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date