

Internet & Other Computer Networks Use Guidelines for Employees 527-Rule

The following guidelines define "appropriate use" of the Internet for all employees.

1. All use of school resources to access the Internet must be in support of and consistent with the educational objectives of the Eau Claire Area School District.
2. Transmitting any material in violation of any U.S., state regulation or school board policy, is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable in Internet and other network communication.
4. All information accessible via the Internet should be assumed to be private property and subject to copyright protection. Internet sources should be credited appropriately, as with the use of any copyrighted material.
5. Users have a responsibility to respect the privacy and property of other users. Users should not intentionally seek information about, obtain copies of, or modify, files, data or passwords of other users.
6. For their own safety, users should not reveal any personal information, such as addresses, phone numbers, or photographs.
7. Employing the Internet for commercial purposes is prohibited.
8. Users should not expect that files stored on district servers will always be private. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
9. Personal use of computers/internet should be outside of defined contract/scheduled time.
10. Employees are directed to keep passwords for their own private use, and should log-off network when not able to supervise use of the computer in use.

Administration will inform all employees what is considered appropriate use of the Internet, describing student privileges, rights and responsibilities. The use of home pages, bookmarks, lists of web sites, and cataloging web sites in the library system will help match Internet resources to the curriculum.

Because computer use is essentially an individual experience, however, primary responsibility for appropriate use of the Internet resides with each employee. A user agreement form will be signed by the employee prior to their use of computers/the internet. Failure to follow appropriate practices may result in disciplinary action including the possibility of the loss of employment as governed by Master Contract.

Principals will supervise the use of the Internet and other computer networks in their schools.

Adopted: June 2002

Revised: