

School District of Black River Falls

School Board Policy 364.1-Exhibit (1)

**Acceptable Use and Internet Safety Agreement for District Computer Networks
(Employees)**

Use of the Internet and other computer networks provides great educational benefits. Unfortunately, however, some material accessible via the Internet and other computer Networks may contain items that are illegal, defamatory or potentially offensive to some people. The District takes every precaution with filtering, but because some unauthorized content may still be accessible, users must maintain responsible actions. Access to the Internet and other computer networks is given as a privilege to employees who agree to act in a considerate and responsible manner.

1. Employees are responsible for good behavior on the Internet and other District computer networks, including accessing the internet through connections between the District Wi-Fi and employee's personal electronic devices, just as they are in a school building. General school rules for behavior and communications apply.
2. All software, e-mail, voicemail, files and other information or documents used, generated, transmitted or received over District data, voice or video networks, or stored on District equipment, are the property of the school district. The District retains the right to review, audit, intercept, access and disclose all messages or information created, received or sent over District data, voice or video networks, or stored on District equipment. The network software and hardware possessed by the district have the capability to monitor Internet activity by users. The district may conduct random audits of all Internet and computer network activity with the intent of insuring that such activity conforms to district guidelines.
3. Network storage areas may be treated like school lockers. Network administrators will review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files would always be private. All files should be saved to either the network drives or the Google Drive connected to your School District email.
4. Staff should only use their District email for school-related purposes. Staff should not use their District email for signing up on sites for personal reasons (Pinterest, Facebook, etc.) Technology staff will work with building staff on setting up email accounts as related to District social media accounts.
5. Employees should maintain secure passwords that would contain at least 10 characters, including 1 uppercase letter, 1 number and 1 special character. Passwords should be kept in a secure location and not shared with anyone. Keeping your password in a location that is visible to others is not considered secure.

6. The following are not permitted:
 - a. Sending or displaying offensive messages or pictures.
 - b. Using obscene language.
 - c. Harassing, insulting or attacking others.
 - d. Damaging computers, computer systems or computer networks.
 - e. Violating copyright laws.
 - f. Using another person's password.
 - g. Trespassing in another person's folder, work or files.
 - h. Intentionally wasting limited resources, including the use of "chain letters" and messages broadcast to mailing lists or individuals.
 - i. Employing the network for commercial purposes.
 - j. Revealing your personal address or phone number or the personal address or phone number of any other person without consent of the individual and/or parent/guardian.
7. Violations may result in loss of access as well as other disciplinary or legal action.

LEGAL REF.: 120.13(1); 943.70; 947.0125, Wisconsin Statutes

PL 94-553, Federal Copyright Law

CROSS REF.: 364.1, Acceptable Use for District Information Technology and Communication Resources
364.1-Rule, Rules for Acceptable Use of District Information Technology and Communication Resources

Please sign and return only this page.

Keep pages 1 & 2 for your records.

I have read the rules for acceptable online behavior, understand the rules and agree to comply with the above stated rules. Should I violate the rules, I understand that I lose Internet and other computer network privileges at my school.

Employee Name (Printed)

Date

Employee Signature

Position – please circle as many as may apply:

Teacher Student Teacher Food Service Transportation Secretary Aide

Custodian Guidance Special Ed Bus Driver School Board Substitute

Other – please specify _____

****Subs/Student teachers** Dates of service** _____ **to** _____

Subbing for or Advisory Teacher _____

Building – please circle as many as may apply:

Gebhardt Forrest St. Red Creek Middle School High School

District Office Bus Garage

Other - please specify _____

APPROVED: July 21, 2008
 June 19, 2017

REVISED: September 19, 2011
 December 5, 2011
 May 1, 2017
 May 30, 2018