

EMPLOYEE INTERNET ACCESS AND ELECTRONIC MESSAGING

Code **GBEAA** Issued **06/2011**

Purpose: To establish the basic structure for Internet access and electronic messaging by employees.

Technology is a vital part of education and the curriculum of Greenwood School District 50. In an effort to promote learning and expand educational resources for students, the district has made arrangements to provide Internet access to students and staff. The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, communication and innovation. Access to the Internet, will allow students and staff the opportunity to communicate with others on a global level and access educational materials worldwide.

Employees will have access to the Internet for the purpose of instruction, resources and staff development. Access to the Internet is a privilege, not a right. With this privilege, there also is a responsibility to use the Internet solely for educational purposes. Access to inappropriate areas of the Internet on district equipment is strictly forbidden. Access to inappropriate areas will be judged on the basis of what a reasonable and prudent person would access if students were present.

Electronic mail (email) usage

The district's email system is made available to authorized users for educational and district operational purposes. All authorized users will receive instruction on proper use of the district email system.

The district prohibits the use of its email system for unprofessional and/or inappropriate purposes to include, but not be limited to, the following:

- creating, transmitting, forwarding, or receiving emails of a political nature or containing any language or depictions that could reasonably be perceived by others as being offensive, threatening, obscene, sexual, racist or discriminatory;
- any use that violates local, state and/or federal laws or regulations; and,
- setting up or operating a commercial business.

All electronic messages created, transmitted or received via the district's email system, including those created, transmitted or received for personal use, are the property of the district. Email messages may be subject to discovery proceedings in legal actions. As such, the district reserves the right to archive, monitor and/or review all use of its email system and users should not have any expectation of privacy in any electronic message created, transmitted or received on the district's email system. Although the district email systems have security mechanisms in place, there is no way to ensure total security of the district's system.

As part of the implementation of the administration's guidelines, students and staff must be instructed on the appropriate use of the Internet and electronic messaging. Inappropriate access by employees using school or district technology will not be tolerated. Employees who are found not in compliance with this policy are subject to disciplinary action that could result in reprimand, suspension or termination.

District employees should also note that, while their personal lives are generally not a concern of the district, Internet conduct, including conduct outside the school or district worksite, can serve as a basis for discipline (up to and including termination) if that conduct results in a school

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disruption or otherwise negatively affects the school district, the employee's credibility, or the employee's standing within the school environment.

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