

# Internet Conduct and You

Proper Internet and Social Media Usage

2012

# Internet Usage While on Premise

- Board Policy GBEAA (*The Internet Acceptable Use Policy*):
  - *“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.”*

# What This Means

- Minimize and/or refrain from visits to non-work related Internet websites
- **NEVER visit any website that would be considered pornographic, vulgar, obscene, or otherwise completely unsuited for a school district environment**
- Keep in mind that ALL employee Internet activity is recorded by the district should a question about usage arise

# E-Mail Usage

- Board Policy GBEAA (*The Internet Acceptable Use Policy*):
  - *“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.”*

# What This Means

- All e-mails sent/received via your district-provided e-mail account are retained and can be subject to FOIA requests
- There should be no expectation of privacy through e-mail communication
- Refrain from sending e-mails or “forwards” containing jokes, political content, and/or obscene material
- Refrain from using your district-provided e-mail account to sign up for personal, non-district related items or websites.

# Social Media/Social Networking

- Board Policy *GBEB*

- *“The personal life of an employee, including the employee's personal use of non-district issued electronic equipment outside of working hours (such as through social networking sites and personal portrayal on the Internet), will be the concern of and warrant the attention of the board if it impairs the employee's ability to effectively perform his/her job responsibilities or if it violates local, state or federal law or contractual agreements. Unprofessional conduct may subject the employee to disciplinary actions consistent with state law, federal law and/or board policy.”*

# What This Means

- Items posted online to your personal website or Facebook/Twitter/etc. accounts **WILL** be the concern of the district if it would compromise your ability to perform your job duties or is deemed illegal/unprofessional
- **NEVER post or share student information (student work, demographic information, etc.) on PRIVATE Internet sites**
- Refrain from posting or sharing items that would cause one to question your professionalism

# A Few Items of Note

- All teacher-student communication should remain public
  - Refrain from sharing your personal information with students (cell phone number, Facebook page, etc.)
- First Amendment Rights
  - Yes, you have them – but the district also the responsibility to protect students, staff members, and the integrity of the educational process



# End of Module

- [Click Here](#) to return to the Employee Training Page