



Grand Island Public Schools Staff Acceptable Use Procedures for Network and Internet Access

General Regulations

The Grand Island Public Schools' computer network, the Internet, and other on-line resources provided by the District are intended to be used to support the instructional program and further student learning. The Grand Island Public Schools' network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District.

Acceptable Use Procedures for Network and Internet Access

All staff members must sign the Acceptable Use Procedures for Network and Internet Access form before using the Grand Island Public Schools' network.

User Obligations and Responsibilities

Staff members are authorized to use the District's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board Policy 6213 (Access to Networked Information Resources) and the District's Acceptable Use Procedures for Network and Internet Access.

1. Staff members shall log in and log out of the network correctly using only their own name and password.
2. Staff members will not disclose their network or email passwords or privileges to others. Staff members will not ask to borrow or solicit these resources from others.
3. Staff members shall not read other users' files or email; they shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to delete, copy, modify, or forge other users' files or email.
4. Staff members are prohibited from accessing, posting, sending, submitting, publishing, or displaying harmful matter or material that is threatening, obscene, disruptive, or sexually explicit, or that could be viewed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
5. Staff members shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.
6. Staff members shall follow copyright laws as stated in Board Policy 5521 (Copyright Compliance).
7. Vandalism will result in the restriction or cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses, and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.
8. Staff members shall report any security problem or misuse of the services to the supervisor or building administrator immediately without alerting others.
9. Staff members are prohibited from using the District network services for personal or private use or for non-work related purposes if that use:
 - results in the interruption of other District employees during their scheduled working time;
 - interferes with the ability of other District employees to perform their duties and responsibilities during work time;

- otherwise has a material, adverse effect on the proper operation or functioning of the network, the District or the work of other District employees; or
- extends beyond the district definition of Limited Use.

Limited use is defined as times the user is not on duty, such as:

- Before and after school or duty hours.
- During the work day but during non-duty time (e.g. uninterrupted lunch period).
- Brief, but not extensive use (of limited duration), during a planning period (e.g., the user may send a short email during a planning period).

Each and every other policy, regulation, rule or directive relating to use of school computers applies to Limited Use.

10. Use of the District's system for personal or private financial gain or political use is strictly prohibited.
11. The user may not use the computer for illegal purposes or purposes that expose the user or the district.
12. Staff members are prohibited from bringing personal computers (i.e., desktops, laptops, game controllers, etc.) and related network devices into Grand Island Public Schools' buildings.
13. Staff members accessing district resources (i.e., student management system, human resources system, financial resources system) may have access to information that is highly confidential. Current and former staff members are prohibited from unauthorized disclosure, use, and dissemination of personal information regarding students and staff members.
14. The District has the right to monitor network activities of all users. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials.
15. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. The computer system is not a public forum.
16. The use of the District's system is a privilege, not a right, and inappropriate use shall result in restriction or cancellation of those privileges, and may result in additional disciplinary action.

Consequences of Violation of Network and Internet Access Procedures

Staff members who fail to abide by District network and Internet access procedures shall be subject to disciplinary action, possible revocation of the user account, and legal action as appropriate. Potential consequences may include, but not be limited to:

- Restricted access to the network and Internet
- Loss of access to the network and Internet
- Possible suspension or termination
- Referral to law enforcement

Review of Staff Acceptable Use Procedures for Network and Internet Access

Appropriate and acceptable use of the Grand Island Public Schools' network and access to the Internet are taken very seriously. All new staff members must read and sign the Staff Acceptable Use Procedures for Network and Internet Access during the new employee orientation process. Staff acceptable use procedures for network and Internet access will be reviewed with staff members annually.

