

GRAND ISLAND PUBLIC SCHOOLS

6213.1 Administrative Guidelines for Acceptable Use Agreement (Staff)

General Regulations

The Grand Island Public Schools network, the Internet, and other on-line resources provided by the district, hereafter "network", are intended to be used to support the instructional program and further student learning. The Grand Island Public Schools' network is to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the district. All persons using the Grand Island Public Schools network must sign the *Acceptable Use Agreement Form-Staff* before using the Grand Island Public Schools' network.

User Obligations and Responsibilities

Users are authorized to use the district's network in accordance with user obligations and responsibilities specified below and in accordance with Board Policies 6213, 6251, and 7352.

1. Users shall log in and out of the computers and network resources using only their own username and password, additionally users will not share nor solicit usernames and passwords from others.
2. Users will not attempt to access, manipulate, or destroy other users' files or personal data, nor shall they impersonate another user during electronic communications. Users are also prohibited from intentionally uploading or downloading computer viruses in order to destroy data or acquire unrestricted access to files and network resources.
3. Users 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.
4. Users 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.
5. Users will report any misuse of the network or computer resources to their supervisor, teacher, or building administrator immediately without alerting others.
6. Users are prohibited from using the network for corporate financial gain or political use. Additionally use of the network is prohibited for personal use if that use:
 - Results in the interruption of others during the scheduled school day; and
 - Has an adverse effect on the proper operation of the network.
7. Personal use of the network is allowed during the following times:
 - before and after school or duty hours;
 - during the workday but during non-duty time (e.g. uninterrupted lunch period); and
 - brief, but not extensive use (limited duration), during a planning period.
8. Due to the responsibilities of their role, users may have access to information that is highly sensitive or confidential and as such are prohibited from unauthorized disclosure, use, and dissemination of personal information regarding students and staff members.
9. The district has the right to monitor the activities of users on any electronic device that accesses the network. Additionally, electronic communications, created and downloaded material, current and deleted files, may be archived and monitored or read by district officials.

Consequences of Violation of the Acceptable Use Agreement

Users who fail to abide by district Acceptable Use Agreement 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:

- restriction or loss of access to the network and Internet;
- possible suspension or termination; and/or,
- referral to law enforcement.

Review of Acceptable Use Agreement-Staff

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 *ADMINISTRATORS, FACULTY,*

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AND STAFF AGREEMENT Form (Policy 6213.1) during the new employee orientation process. This agreement will be kept on file during the staff members' employment with the district.

References: Children's Internet Protection Act, 47 USC § 254
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Grand Island Public Schools policies:

1310-NONDISCRIMINATION
1311-BULLYING AND HARRASSMENT
5521-COPYRIGYT COMPLIANCE
6213-STAFF USE OF ELECTRONIC COMMUNICATION DEVICES
6213.2-Acceptable Use Agreement Form - Staff
8456-STUDENT USE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES
8457-INTERNET SAFETY