

## **SERIES 500 – PERSONNEL**

### **General Personnel Policies – 520**

#### **Professional and Support Staff Policies, Procedures and Rules for Using The School District Network, Internet and E-Mail (522.9)**

##### **Procedures for Use**

- The Norwalk-Ontario-Wilton Board of Education provides the staff with access to computers, the district owned network, the internet, and e-mail. Uses of all systems (with exceptions listed below under “Rules”) are to be related to the academic and co-curricular programs or operations of the Norwalk-Ontario-Wilton School District.
- All Norwalk-Ontario-Wilton School District electronic systems are owned and licensed by the Norwalk-Ontario-Wilton School District and are therefore not private. The District retains the right as necessary to review, audit, intercept, access and disclose all messages created, received or sent over the electronic systems.

##### **Rules**

All staff shall:

- Use computing equipment, software, and network access in a manner consistent with appropriate staff and student code of conduct and ethics.
- Abide by copyright and licensing laws.
- Be aware of and comply with the state laws regarding the release of student information; sensitivity to the security and safety issues related to publishing names, addresses and pictures on the internet.

All staff shall not:

- Allow anyone else, to use their accounts unless supervised the entire time by the staff member.
- Use any form of obscene, harassing, racist, sexist or abusive behavior or language on line.
- Send messages using someone else’s name.
- Read mail or files without account owner’s permission.

**Board Policy 522.9 (Con't) – Professional and Support Staff Policies, Procedures and Rules for Using the School District Network, Internet and E-Mail**

- Intentionally access internet sites containing sexually explicit or hate materials.
- Change settings on the computers without prior approval from the District Administrator.
- Disrupt the network.
- Send chain letters or solicit money for any reason.

Other Rules:

All staff may use e-mail for personal use as long as the use of the e-mail:

- Is kept at a minimum and does not interfere with educational uses of the system.
- Is not used for personal gain in anyway, shape or form.
- Is utilized in relation to proper ethics stressed in this policy.

All staff may use the internet for personal use as long as the use of the internet:

- Is kept at a minimum and does not interfere with educational uses of the system.
- Is not used to make personal purchases of any kind unless previously approved by the District Administrator.
- Is utilized in relation to proper ethics stressed in this policy.

**Violations**

All staff members of the Norwalk-Ontario-Wilton School District understand that use of technology within the building is a privilege, not a right. Violations of this policy may result in disciplinary action up to and including written reprimands, suspensions and possible discharge. This policy will be part of the faculty handbook given to staff at the beginning of each school year.

Approved: 4/14/08

Cross Reference: