

District Code:

## EMPLOYEE ELECTRONIC COMMUNICATION POLICY

### I. General Information

The purpose of providing electronic communication systems, i.e. Internet, e-mail, and web publishing, is to advance and promote a world class public education for the students of Pattonville School District. It is intended to assist in the collaboration and exchange of information between our students, faculty, and the world.

### II. Electronic Communication Guidelines and Restrictions

The use of Pattonville's electronic communication systems is a privilege that may be revoked at any time for abusive conduct. Employees will be held accountable for their actions. Occasionally the need may arise to use district computers, e-mail, phones, and the internet for a personal need. Generally this practice is acceptable as long as it follows certain guidelines:

- Do not use district electronic resources e-mail, phones, or computers for personal reasons during instructional time. For purposes of this policy instructional time includes any compensated time that an individual is working with students.
- Do not use electronic resources excessively i.e. the use is interfering with an individual's job performance.
- The use of personal cell phones or school phones is acceptable so long as it is not during instructional time and does not interfere with an individual's job performance.

The following checklist details specific guidelines and restrictions; however, the employee's professional judgment should prevail when using all district resources.

By reading and signing this document, I agree not to:

#### Internet, Network and Computer Usage

- damage computer equipment, peripheral devices, or the system network in any way
- change network settings to circumvent security, filtering, etc.
- hinder network performance by downloading large non-job related files
- gain unauthorized access to any network device such as servers, individual computers, etc.
- share my password with others
- use the account of another user without their consent
- install software in violation of copyright laws
- violate copyright laws or plagiarize online documents
- download distribute or share files, games, programs, music, or other electronic media in violation of copyright laws
- use a computer or the Internet to cyber-bully, i.e. hurt, harass, attack or harm other people or their work

**District Code:**

- use the Internet for any illegal or threatening activity or to download instructions on how to perform such acts (i.e. pornography, drug dealing, purchase of alcohol, weapons, gang activities, hacking, etc.)
- view, send, display or download obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, graphics, or pictures
- use profane, abusive, or impolite language
- use profane, abusive, or impolite graphical depictions such as emoticons
- use school Internet access to operate a personal business
- engage in extended Internet usage to the detrimental of job performance
- post inappropriate information or photos on social networking sites

E-Mail Usage

- post electronic chain letters, virus hoaxes or other useless information
- post e-mail containing libelous, defamatory, offensive, racist or obscene remarks
- post e-mail containing inappropriate humor
- post e-mail containing political, religious information, gambling, mass-mailing advertisement, or critical/ negative remarks regarding third parties. The School Districts e-mail is not intended to be a forum of any viewpoint.
- post e-mail asking for copyright infringement i.e. requesting a CD, DVD, etc. that you may copy
- re-post non-academic personal communications without the original author's prior consent
- post emails to All FC Users without Technology Services Department approval
- post emails in violation of the following folder guidelines:

**District News** – E-mails that go into this folder should be district information for all Pattonville staff (i.e. . District Art Shows, PSD Care List, Retirement Parties, District Fundraisers, District Charity events, District Sporting Events, etc.).

**Building Folders** - Information for that particular building. (i.e. building announcements, computer info, after school activities, directives from the Principal, District Retirement parties, etc.)

**Shop n Swap** - Place items to sell/buy/give away into this folder. Any item for sale shall state specific prices or best offer, please no bidding. Please no derogatory statements about any person, business or company. Never insult or criticize third parties.

- send bulk or mass e-mail (SPAM), or solicitations of any kind except as allowed under the Shop n Swap folder guidelines.
- send large attachments (greater than 3 MB)
- engage in extended personal e-mail usage to the detriment of my job performance

Digital Media Device Usage (Phone/PDA/Cameras/MP3 players)

- relocate digital black phones
- bring outside phones, lines, etc. without specific direction from Technology Services

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- utilize district or personal Digital Media Device to make, distribute or receive inappropriate, obscene, profane, lewd, or vulgar content
- use district or personal Digital Media Device to hurt, harass, attack, or harm other people or their work
- engage in extended personal phone usage (District or cell) to the detriment of my job performance

To reiterate, all electronic communications, Internet, email, phones, and other forms of electronic communication should be used with discretion so as not to interfere with an individuals job performance.

Any staff member who brings his/her personal computer to connect to our network must register this device in the Principal's office.

Authorized users will be denied access to electronic communication upon separation from the district.

Privacy

An employee does not have a legal expectation of privacy in the employee's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change, or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district electronic resources at any time. The district may monitor employee technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from an employee's account, may be intercepted, accessed or searched by district administrators or designees at any time.

Violations of Electronic Communication Policies and Procedures (replace user with employee)

Use of the district's electronic resources is a privilege, not a right. An employee's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violations of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of employee's privileges.

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

**District Code:**

Content Filtering and Monitoring

The district complies with The Children's Internet Protection Act. The filter/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Evasion or disabling or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent or designee, or the district's technology administrator may disable the district's filter/blocking device to enable an adult user access for bona fide research or other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Safety Considerations

For safety considerations, district employees will ensure students maintain their anonymity when utilizing all forms of electronic communication. Employees will adhere to the following safety guidelines when working with students:

1. Students' photographs which appear on district or school web pages "may" be identified by their full name provided that a Media Exclusion Form is not on file for that student.
2. "Students' photographs which appear on classroom, team or department web sites will "not" be identified by their first and last name without prior approval by the school ITS (instructional technology specialist) or school-level webmaster."
3. Student's e-mail accounts will be structured to assure anonymity.
4. Student's e-mail accounts are expressly for educational purposes i.e. establishing contact with other students, government officials, etc. under the guidance of a teacher.
5. Student e-mail system does not allow access to chat rooms.
6. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students will utilize e-mail through a teacher or group account to correspond with other students and appropriate adults.

Adopted: January 24, 1995

Revised: October 23, 2001

Revised: June 28, 2005

Revised: May 27, 2008

Revised: July 14, 2009

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**ELECTRONIC COMMUNICATION FORM FOR EMPLOYEE ACCESS**

(Please print the following information)

Name\_\_\_\_\_

School\_\_\_\_\_

I have read Pattonville School District's Electronic Communication policy EHD-R-1 and agree to adhere to the standards of usage detailed within

Signature\_\_\_\_\_

Date\_\_\_\_\_

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