

**APPENDIX V-H Computer Network Use Agreement (Staff) Board Policy 522.8**

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**MAUSTON  
SCHOOL  
BOARD  
POLICY**

Section: 500--Personnel  
**COMPUTER NETWORK USE  
AGREEMENT (STAFF)**

**Policy Code: 522.8**

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The Board of Education recognizes that as telecommunications and other new technologies change the ways that people access, communicate, and transfer information, those changes will alter communication among its employees and the community. The School District of Mauston is committed to providing its employees with the use of and access to electronic communications technology, including the Internet.

Telecommunications, electronic information sources, networked services, and the Internet exponentially increase the amount of information available to schools, students, school employees and citizens. Employees may exchange information, exchange messages, and converse in real time with millions of people all over the world. The vastness of these information resources renders it impossible for anyone to screen their content prior to their use, and the School District of Mauston makes no attempt to do so.

School employees must be able to use electronic communications systems to do their work. The School District of Mauston believes that providing its employees access to electronic communications systems is a necessity of doing business. At the same time, some content that may be accessed by employees using electronic communications systems is illegal, defamatory, inaccurate, and/or offensive. In addition, some individuals use electronic communication systems in ways prohibited by federal and state law.

**ACCEPTABLE USE GUIDELINES FOR EMPLOYEES**

Using the electronic communications systems owned by the School District of Mauston is a privilege, not a right. The Board of Education has the authority to revoke this privilege if it determines that an individual is not using the system consistent with its policies. Electronic communications systems include, but are not limited to, all systems that make use of video, voice, and data interchange using electronic means. Examples of such systems include, but are not limited to, computers, computer networks, telephone systems, voice mail, the district's intranet, electronic mail, use of a video signal, district software, and access to district and regional data bases, records, and reports.

The School District of Mauston provides its employees access to electronic communications systems to advance education, consistent with the district's goals, objectives, and educational plan. Users of the system understand that:

1. Use which is consistent with the School District of Mauston policies and purposes is acceptable;
2. Use which violates Wisconsin, federal, or international laws is unacceptable;
3. Activities that interfere with the ability of other users to make effective use of the system are unacceptable;

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4. Using the system in a manner harmful or harassing to others is unacceptable. Employees using the system in such a way are subject to discipline in accordance with the district's regular harassment policy.
5. All users are cautioned not to use the system to transmit information of a sensitive or confidential nature, following the same guidelines that prohibit the transmission of sensitive or confidential information using other methods of communication.

The following activities are prohibited:

- a. Sending or displaying offensive messages or pictures.
  - b. Using obscene language, swearing, vulgarities or any other abusive language.
  - c. Damaging computers, computer systems or computer networks.
  - d. Violating copyright laws.
  - e. Using other employee's passwords.
  - f. Trespassing in others' folders, work or files.
  - g. Employing the network for commercial purposes, financial gain or fraud.
  - h. Downloading or installing games or any other unauthorized program.
  - i. *Unauthorized use of* chat programs e.g., MSN Messenger, Yahoo, etc. on any school computer.
  - j. *Unauthorized use of* web-based email programs e.g., Hotmail, Yahoo mail, or social network sites, (e.g., Facebook , MySpace etc.) on school computers.
  - k. Use of proxy sites or other sites used to bypass school filtering devices.
6. All users are advised that under Wisconsin Act 943.70, and 947.0125 a person may be subject to criminal penalties if s/he uses an electronic mail system to:
    - a. send a message to another person and in that message, threaten to inflict injury or physical harm to the person or property of the person;
    - b. send a message to a person while intentionally preventing to disclose his or her identity with the intent of frightening, intimidating, or harassing the person;
    - c. send a message to another person and use obscene, lewd, or profane language or suggest a lewd or lascivious act.
  7. All users are advised that communications over electronic networks should not be considered private. Network supervision and maintenance may require a review or inspection of messages. Messages may accidentally be diverted to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to suspect wrong doing or misuse of the system. Employees should have no expectation of privacy or confidentiality in any such communications.

8. The district administrator or his/her designee may review network files and communications to maintain system integrity and insure that users are using the system responsibly. Employees should not expect that files stored on district servers will always be private. In addition, employees are to store only school related material on school servers.
9. All users are advised that computer equipment, software, telephone systems, and other electronic communications systems belong to the School District of Mauston, and are provided to employees for their use in conducting school district business. Except for limited and occasional personal use, electronic communications systems are to be used for school district business purposes only.
10. Employees are prohibited from using the Mauston School District's electronic communications system for solicitations of any kind not related to school district business. These include, but are not related to, solicitations regarding an employee's outside business interests, membership or fund raising for political organizations, religious groups, or any other outside entity.

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*Acknowledgment*

Employee Name: \_\_\_\_\_

I acknowledge that I have read School District of Mauston **Board Policy 522.8 Computer Network Use Agreement (Staff)**. I understand that my use of Mauston School District electronic communication systems is governed by School Board policies and by law. ***This acknowledgement will be in effect July 1 – June 30 each year.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Legal Reference: Wisconsin Statutes 943.70, 947.0125, Federal Law: Children’s Internet Protection Act

Cross Reference: 363.2 Student Access to Electronic Networked Information Resources

Approved: 3/16/09

Reviewed: 11/08

Modified:

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