

NETWORK PRIVACY AND ACCEPTABLE USE POLICY FOR STAFF MEMBERS

It is the intention of the Findlay City School Board of Education to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental uses of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses, which are unacceptable under any circumstances:

- the transmission of any language or images which are of a graphic sexual nature
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- uses that constitute defamation (libel or slander)
- uses that violate copyright laws
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- any commercial or profit-making activities
- any fundraising activities, unless specifically authorized by an administrator.

Security and Integrity

Staff members shall not take any action, which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions, which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Staff members shall report to the System Administrator or a school District Administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

Right of Access

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require the full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information or messages, which may be contained therein. All such data, information, and messages are the property of the School District and staff members should have no expectation that any messages sent or received on the School District's systems will always remain private.

Websites and/or Web Pages - School and Student Information

Staff members shall use discretion when posting information on the Internet about the district, school, class and/or students. Photos of students in educational settings are permitted; however, personal information that directly identifies a student is prohibited. Websites and/or Class pages are required to be maintained through Findlay City Schools. Private accounts and/or domain names that concern a school program, sport, class, fundraiser, or club is prohibited; without permission from an administrator. Staff members will be given access to the web server upon request. Uploading of software and/or non-school related materials to this location is prohibited.

Guidelines for Designing Websites and Web Pages

- All sites must display information on the ownership of the site/page, including a contact name with email address and the date of the last update. This information should be included at the bottom of every page.
- Links from a web page to any non-school site must not imply District endorsement of the site's products or services.
- Class and/or Student Photographs may be used, however, no student names or other personal information should be used in captions for the photographs.
- Web pages should be well designed and written. The appearance and content are as important as the technical aspects.
- Provide the ability to return to your home page and also to go to the Findlay City Schools website.
- Copyright laws apply to electronic publishing as well as to print publishing.

Laptop Computer Damage and Loss

Laptop computers and the accompanying accessories (“equipment”) provided to District teachers and administrators (“users”) have significant value and require appropriate attention and care to ensure that they remain in good working condition for their useful life. The following policy provisions apply where the equipment may become damaged, lost or stolen:

Equipment Damage

Equipment may become damaged and cease to function for one of three reasons: mechanical failure, accidental damage or user negligence. In instances of equipment damage, the user will be issued a loaner computer if the necessary repairs cannot be completed right away. If the equipment is damaged such that it cannot be repaired, the equipment may be replaced. The loaner equipment and/or the replacement equipment will fall under the same agreement terms as the equipment it replaces. Although the Technology Department staff will make reasonable attempts to recover any data stored on the computer, it cannot guarantee that such recovery will be successful. For this reason, it is the responsibility of the user to regularly backup his or her data.

Mechanical Failure

Mechanical failure is defined as equipment malfunction due to manufacturer defect or normal use/age. In the event of mechanical failure, there will be no financial responsibility to the user as long as the issue is addressed in a timely manner so as not to create a greater problem (e.g. not having a damaged hinge repaired causing it to subsequently break and crack the entire computer housing). These failures are generally covered by the manufacturer's warranty for the time period established at the time of purchase. (The District generally purchases a 3-year manufacturer's warranty for each system and absorbs the cost of repairs for the final 2 years of our equipment cycle.) Batteries and power adapters are covered as described in the manufacturer's warranty guidelines. In the event of mechanical failure, a Help Desk ticket should be initiated in order to obtain servicing.

Accidental Damage

Accidental damage is defined as equipment malfunction in circumstances that do not violate this or other applicable District policies, or reasonable guidelines for care of computers. In the event of accidental damage, there will be no financial responsibility to the user for the laptop computer, as long as the issue is addressed in a timely manner so as not to create a greater problem, as mentioned above. The district does, however, reserve the right to assess financial responsibility or take other appropriate action in situations where accidental damage becomes excessive. (See User Negligence below.) In the event of accidental damage, a helpdesk ticket should be initiated in order to obtain servicing.

User Negligence

User negligence is defined as equipment malfunction in circumstances that violate this or other District policies, or reasonable guidelines for computer care. User negligence will be determined by the Director of Technology. A negligence fee of up to \$30.00 for the first incident and \$100.00 for subsequent

incidents may be assessed. If the damage to the equipment is significant, requiring the replacement of major components or the entire computer, additional amounts may be assessed as determined by the Director of Technology. Actual cost of the repair which will be borne by the District. Appeals regarding charges made for user negligence must be presented in writing to the Assistant Superintendent.

Equipment Loss or Theft

In all instances of the loss or theft of a laptop computer, the following steps must be taken by the user:

1. In all instances of suspected theft, either in or out of a District building, a police report must be filed. Copies of the police report must be filed in a timely manner with the building principal and the Technology Director.
2. The loss should also be reported to the Help Desk immediately so appropriate search actions can be undertaken in a timely manner.

For the first incident of lost equipment not suspected to be the result of theft, the user will be assessed a lost equipment fee of \$250 or the actual cost of the replacement equipment, whichever is less. Any subsequent loss will be assessed at the full replacement value of the equipment. A lost equipment fee will not be charged if the equipment is suspected to have been stolen, a police report is filed, and the theft is not deemed to be the result of user negligence. (See User Negligence above.) The Technology Department will replace the equipment as soon as possible. If the lost equipment is subsequently found, it must be returned to the Technology Department office which will assess the equipment's condition and determine if a reduction or refund of the Lost Equipment Fee is appropriate. The payment of a Lost Equipment Fee does not transfer ownership of the equipment to the user.

The filing of a fraudulent incident report and/or the failure to subsequently return found equipment may result in appropriate disciplinary action. Multiple loss or theft of equipment may result in additional financial responsibility for the user and/or denial of future use of a District laptop. Appeals regarding loss/theft may be submitted in writing to the Assistant Superintendent.

Financial Responsibility

The payment of any fees or other amount incurred as described above are subject to the District's financial procedures. Charges under appeal may remain unpaid as long as the user brings the written appeal to the Assistant Superintendent within 30 days of the original billing date of the charge.

Adopted 5/14/01
Revised 8/25/03
Adopted 5/29/07
Adopted 8/24/09
Reviewed 6/1/2012

FINDLAY CITY SCHOOL DISTRICT
Network Privacy & Acceptable Use Policy

**Staff Member
AGREEMENT**

Please check all that apply:

_____ I have read the "Network Privacy and Acceptable Use Policy for Staff Members" relating to staff use of the computers, computer networks, and electronic messaging systems of the School District.

_____ I would like to be given access to the School District's computer network and any electronic messaging systems. I understand that such access is a privilege, which may be withdrawn in the event of non-compliance with the above Policy.

_____ I agree to comply with the "Network Privacy and Acceptable Use Policy for Staff Members" and understand that access to the network and messaging systems is a privilege, which may be withdrawn in the event of noncompliance with the above Policy.

_____ I would like to request the use of a District laptop computer, and if such use is approved, I understand and accept the policy provisions for Laptop Computer Damage and Loss.

Staff Member

Signature Date

Print Name

Building

Revised 8/24/09