

<b>NORTH PROVIDENCE SCHOOL DEPARTMENT ACCEPTABLE USES OF THE DISTRICT COMPUTER NETWORK AND THE INTERNET – STAFF POLICY</b>		Approved: 9/26/12
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**Acceptable Uses of the District Computer Network or the Internet**

Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate District personnel.

**Unacceptable Uses of the Computer Network or Internet**

These are examples of inappropriate activity on the District’s network, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, and harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; sexting; spreading viruses;
- Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws;
- Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:
  1. Using another’s account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing anyone’s password to others or allowing them to use another’s account(s).
- Using the network or Internet for Commercial purposes}

**Using the Internet for personal financial gain**

Using the Internet for personal advertising, promotion, or financial gain; or

Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

### **Student Information Safety**

Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;

### **Email as a record**

The School Department's information technology systems store and record information transmitted via e-mail, and this record cannot be deleted by the user. The School Department may conduct monitoring of messages.

Transmissions are School Department property and should not be considered confidential or private. By using the School Department's information technology systems, the employee is expressly consenting to such monitoring. Please refer to Local RI General State Law 38-2-2(4) and RI General State Law 38-1-1(c).

### **Monitoring**

The NSPS Network is routinely monitored to maintain the efficiency of the system. Members should be aware that use of the network is subject to reasonable and appropriate monitoring by the Technology Department that abides by the requirements of all applicable federal and state laws. Any activities related to or in support of violations of this policy and/or other district policies and rules may be reported and will subject the Member to appropriate sanctions.

### **Penalties for Improper Use**

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

### **Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

In consideration of the School Department's providing the use of information technology, the user agrees to indemnify and hold harmless the School Department regarding any claims, costs, and/or damages incurred by the School Department resulting from the use of technology in violation of School Department policy.

The School Department disclaims any liability for damages incurred resulting from the use of the technology by an employee.

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

School: \_\_\_\_\_

Faculty/Staff Signature: \_\_\_\_\_