



Evansville Vanderburgh School Corporation

POLICY ON DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORK

Employee Acceptable Use Policy

The goal of providing Internet service to both students and teachers in the Evansville Vanderburgh School Corporation (EVSC) is to promote education excellence by facilitating resource sharing, innovation, and communication. Electronic information research is fundamental to the preparation of informed citizens and future employees. This policy attempts to strike a balance among the educational resources of the Internet, the potentially illegal and offensive elements of the Internet and the First and Fourth Amendment rights of students and staff using the Internet.

Access to the Internet allows students and staff to explore innumerable libraries, databases, bulletin boards and other resources while exchanging messages with people throughout the world. Unfortunately, however, some of the Internet sites may contain information that is illegal, defamatory, inaccurate, abusive, sexually-oriented or otherwise offensive to some people, and certain goods and services can be purchased through the Internet. The EVSC expects that the faculty and staff will blend thoughtful use of the Internet throughout the curriculum. This will be accomplished by pointing students to those Internet sites which have been evaluated prior to student use. While students will be able to move beyond these sites to those which have not been previewed by the staff, the students will have been provided with guidelines and lists of resources suited to the EVSC's educational mission, goals and objectives. This, and enforcement of the attached "Rules of On-Line Network Etiquette" and "List of Prohibited Uses," will minimize inappropriate uses.

The smooth operation of the Internet relies upon the proper conduct of all end users who must adhere to certain guidelines to ensure efficient, ethical and legal utilization of the network resources. The EVSC "Acceptable Use" policy incorporates these guidelines, and sets forth certain behavior which will result in the loss of the use of Internet access privileges and possibly other disciplinary action at the building level. Law enforcement agencies may be involved when criminal conduct is suspected.

Staff use of the Internet must be in support of and consistent with the educational objectives of the EVSC. Users of school-based computers should not expect that files stored on school-based computers will be private. Electronic messages and files are not private documents. The administration retains the right to review messages and files to maintain system integrity and to ensure that users are acting responsibly and abiding by this policy. Officials will also review messages and files when required to do so by law or to investigate complaints.

DISCLAIMER CONCERNING USE OF ON-LINE SERVICES

The EVSC, its employees and agents, make no warranties of any kind, whether express or implied, concerning the on-line access it is providing. Furthermore, the EVSC will not be responsible for:

1. Any damages suffered by a user, including, but not limited to loss of data resulting from delays or interruptions in service, or computer “viruses”;
2. The accuracy, nature, or quality of information saved through storage devices such as hard drives or servers provided by the EVSC
3. The accuracy, nature, or quality of information gathered through the on-line access provided the EVSC
4. Personal property used to access computers, networks, or the on-line access provided by the EVSC
5. Unauthorized financial obligations of an employee resulting from the on-line access provided by the EVSC

RULES OF ON-LINE NETWORK ETIQUETTE

1. Be polite. Do not get abusive in your messages to others.
2. Use suitable language. Do not use profanity, vulgarities, sexually-oriented or other inappropriate language.
3. Do not reveal your personal address or phone number, or that of anyone else.
4. Remember that electronic mail messages are not guaranteed to be private. Those who operation the various on-line services have access to all messages and can report to the authorities messages which support illegal activities.
5. Do not use the network in a way that would disrupt the use of the network by others.
6. Assume that all communications, programs, and information which are accessible on-line are private property. As such, do not download any files without prior authorization.
7. Do not upload or download any software unless you are sure it is free from any computer virus.

LIST OF PROHIBITED USES OF THE ON-LINE SERVICES

The following uses of any on-line services are prohibited by the EVSC. Moreover, this prohibited activity may be illegal and subject the offending user to criminal prosecution.

1. Do not access, upload, download or distribute pornographic, obscene or sexually explicit materials.
2. Do not transmit pornographic, obscene, abusive or sexually explicit materials, or “stalk” or harass others.
3. Do not use the network to violate local, state and federal statutes.
4. Do not vandalize damage, disable or “hack” the files of others. Creation of a “virus” is considered vandalism.
5. Do not access the files, information or software of others without prior authorization.
6. Do not upload, download, or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
7. Personal use of on-line services during work hours should be limited and should not interfere with the employee’s work schedule (similar to use of the telephone during the work day).



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EMPLOYEE ON-LINE NETWORK USER'S AGREEMENT

I have read and understand the attached **DISCLAIMER CONCERNING USING OF ON-LINE SERVICES** and hereby release the EVSC and its employees and agents from any and all claims of any kind arising from the use, misuse, or inability to use the on-line services provided by the EVSC. I have read and understand the **RULES OF ON-LINE NETWORK ETIQUETTE**, and the **LIST OF PROHIBITED USES OF ON-LINE SERVICES**, and agree to abide by them. I understand that any violation of the above may constitute a criminal offense. I further understand and agree that if I violate any of the above, my access privileges may be revoked, and that school discipline and/or legal action may be taken.

User Name (please print): _____

User Position Title: _____

User Signature: _____

Location/School: _____

Date: _____

SUBMIT COMPLETED FORM TO OFFICE OF HUMAN RESOURCES TO ATTAIN/RETAIN ACCESS TO THE EVSC NETWORK

(This form will be stored in employee files in the Office of Human Resources and will only be re-distributed for signing if a change to the intent of the document is made)

(Revised 04-06-2010)