ACCEPTABLE USE POLICY FOR EMPLOYEES: INTERNET AND EMAIL FACILITIES

The Board of Education of the Liverpool Central School District (the “District”) offers access to the Internet and electronic mail (email) as an educational resource for use by District employees.

District access to email and the Internet enables employees to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Although there is some degree of risk in offering Internet access, we believe that benefits to the District exceed any disadvantages.

Employee Acknowledgements, Consents and Waivers:

By using District Internet and email facilities, Employees agree to comply with the e terms, conditions and restrictions of all Board of Education Policies and administrative regulations related to use of the District’s Internet access and electronic mail system. Further, by using District Internet and email facilities, employees acknowledge and agree that (1) all communications using said facilities shall be ethical and appropriate and in compliance with applicable laws and restrictions contained in any Board policy; (2) misuse of District facilities may result in loss of the privilege to use such resources and may, in appropriate cases, result in discipline including loss of employment with the District; (3) their use of the District facilities may be monitored by the District; and (4) any and all rights to privacy related to the District’s internet and/or Email equipment are waived.

Permissible Uses:

District access to email and the Internet is provided to conduct research and communicate with others. Access to such services will be given to employees who agree to act in a considerate and responsible manner, and such access can be revoked at any time if security or protocol relative to the District’s network is compromised. The Internet will be used exclusively to access school-related links and downloads during an employee’s normal work hours. Outside of normal work hours, an employee may access non-school related links; provided, however, that no material that could reasonably be construed as obscene, inappropriate or otherwise offensive may be accessed by an employee using District facilities.

Unacceptable Uses and Practices:

The following practices are considered unacceptable, and may result in disciplinary action, ranging from written warnings, revocation of access privileges, up to and including termination:

1. Visiting Internet sites that contain obscene, hateful or otherwise objectionable materials; sending or receiving any material that is obscene or defamatory, or which is intended to annoy, harass or intimidate another person.

2. Forwarding electronic chain letters.

3. Spending work related time on non-school/non-school system business.

4. Sending emails soliciting non-school business for personal gain or profit, (excluding the Classifieds Folder).
5. Representing one’s personal opinions as being those of the Board, other District employees, or the District.

6. Using the Internet or email for gambling or for any illegal activity.

7. Making, forwarding or posting indecent remarks, proposals or materials.

8. Uploading, downloading or otherwise transmitting commercial software or copyrighted material in violation of its copyright.

9. Intentionally interfering with normal operation of the District's network, including the propagation of computer viruses, or causing sustained high-volume network traffic that substantially hinders others in the performance of their District business related use of the network.

10. Revealing or publicizing confidential information regarding students or employees.

11. Examining, changing or using another person's files, output, account or user name without explicit authorization from the District's Technology Department.

12. Sharing passwords for the District’s facilities with others. All passwords given to employees must remain confidential and cannot be shared with other employees or students.

13. Soliciting or proselytizing for commercial ventures, religious or political causes, outside organizations or other purposes unrelated to District business.

14. Sending or forwarding messages that address the age, gender, sexual orientation, beliefs, national origin or disability of another in a manner that a reasonable person would find offensive.

15. Other inappropriate use of the District’s Internet access, electronic mail system, or network resources that may be the discovered by the Director of technology and/or the Superintendent of Schools.

Reservations by Board:

The Board reserves the right to report any illegal activities to appropriate authorities. The Board also reserves the right to further amplify the list of unacceptable uses set forth above as circumstances warrant.

Adopted by the Board of Education: April 19, 2004