

**COMPUTER NETWORK AND INTERNET ACCESS AND USE  
STAFF**

**AUTHORIZATION FOR NETWORK/INTERNET ACCESS**

- A. Definition. The Network/Internet refers to the global network of computers created by the interfacing of smaller contributing networks. Its services are intended to support curriculum, instruction, open educational inquiry and research, and legitimate business interests of Sweetwater County School District Number One, State of Wyoming (“the District”). In this document, "Network/Interface Access" refers to all information accessed through the use of the District’s equipment and resources for connection to and use of the Network/Internet online services, including, but not limited to, electronic mail (“e-mail”), messaging systems, collaboration systems, social networking, bulletin board(s), and network conferencing systems.
- B. Authorized Users. Administrators, teachers, other employees of the District, and students may be authorized to use the Network/Internet, which includes all information accessed by Network/Internet sites, e-mail, online services, and bulletin board systems. Access to the Network/Internet is granted as a privilege, not a right. Individual users of the Network/Internet consent and agree to use the Network/Internet in an appropriate and responsible manner and by their use, behavior or communication shall not violate any Policy of the District or applicable law. Access to the Wyoming Unified Network and the Sweetwater #1 Network is coordinated through various government agencies, regional networks, and private entities. Authorized users consent and agree to follow applicable guidelines of each respective agency, network or entity providing Network/Internet access. In addition, volunteers, continuing education students, educational professionals not employed by the District, or designated community members may be granted permission to use the Network/Internet for educational purposes as a privilege, not a right. Authorization for such use may only be granted by a member of the District’s Administration, the Building Principal, or the Chief Information Officer.
- C. Staff Use. Each certified staff member and those classified staff members desiring computer access must sign the District's "Staff Authorization for Network/Internet Access" prior to using the District's Network/ Internet connection.

**STAFF USE OF THE NETWORK/INTERNET**

The following safety and acceptable-use provisions with respect to Network/Internet use apply to all staff use of the District’s computers and Network/Internet access, and staff agrees and consents to abide by such provisions:

1. The Network/Internet may be used for appropriate educational purposes or for legitimate business purposes of the District.
2. The Network/Internet may be used for e-mail to collaborate with others for education, research or legitimate business purposes of the District.
3. Staff should not give out personal information or confidential information of students, including grade or other non-directory information except to the person in interest. *See* Policy File JO.
4. The Network/Internet may be used for personal email providing the email content does not violate any District policies and the email cannot contain attachments or act in a malicious manner.

Sending or forwarding jokes, "chain letters," gambling, solicitations, for-sale items, pictures or music files is strictly prohibited. Personal emails may not exceed 5000 characters or 15K in size.

5. The network/Internet may be used for personal purposes during non-school hours providing the activity does not violate any District policies and does not interfere with on-going or special District business. Users understand that any personal research interfering with District business must be halted when asked and the user may be temporarily disconnected from the Network/Internet so the District may complete the required business. Any costs or charges incurred as a result of personal research are the sole responsibility of the User.
6. The Network/Internet may be used for SEA general information and communication (meeting notices, issues resolution, FYI items). SEA communications must adhere to all District policies for email content.

## **PRIVACY**

Users will have no expectation of privacy regarding files or messages stored on District-based computers. Electronic messages and files stored on school-based computers or stored outside of school using the District's Network/Internet account are deemed to be property of the District. Consequently, users should not have any expectation of privacy with respect to their files or messages. The System Administrator, Building Principal and his/her designees may review files and messages at any time to maintain system integrity and insure that the users are acting responsibly.

In compliance with the Children's Internet Protection Act (CIPA) Sweetwater County School District Number One, State of Wyoming uses specific technology protective measures to block or filter access to inappropriate matter or visual depictions prohibited by law.

## **USE OF PERSONAL DEVICES**

Staff members are permitted to use Personal Computers, Mobile Devices and other Network Accessible Devices on the Sweetwater #1 Network. However, prior to their use, the Staff member must obtain permission from their immediate supervisor and the Chief Information Officer. Some devices will be required to have Anti-Virus software, Anti-Spyware software and Firewall capabilities. The District reserves the right to determine the best method for connecting, controlling and servicing these devices. Devices not conforming to this policy will be denied access.

## **NO WARRANTIES**

- A. The District makes no warranties of any kind, whether expressed or implied, for the service of providing Network/Internet to its users and bears no responsibility for the accuracy or quality of information or services or the loss of data. The District will not be responsible for any damages any user suffers, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the District, 3<sup>rd</sup> parties or user's errors, omissions, or negligence. A user's ability to connect to other computer systems through the Network/Internet or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems. Use of any information obtained via the Network/Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Network/Internet.
- B. The District assumes no responsibility for any authorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, data plan charges and/or equipment or line costs.

## **INDEMNIFICATION**

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this Policy and any unauthorized charges or fees, including, but not limited to, telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.

## **COOPERATION WITH INVESTIGATIONS**

The District reserves the right to cooperate fully in any investigation requested by parties alleging to be impacted by the conduct or use of computer equipment on the Network by any user, and further reserves the right to turn over any evidence of illegal or improper activity to the appropriate authorities.

## **ENFORCEMENT**

The failure of any user to abide by this Policy will result in the denial, revocation, or suspension of the Network/Internet privilege, disciplinary action up to and including termination of employment, and/or appropriate legal action. Denial, revocation or suspension of the Network/Internet privilege and/or disciplinary action will be determined by the Building Principal, Administrator or his/her designees.

## **HARDWARE, SOFTWARE AND NETWORKING COMPONENTS**

- A. Property of the District. Hardware, software and networking components purchased by the District are the sole property of the District. All District computers shall have Network Management Software, chosen by the District, installed and enabled at all times. The Network Management Software includes, but is not limited to, network use authorization and security, remote desktop management, remote monitoring and packet capturing. All District computers shall have a computer and network access software lock enabled at all times. Users may not bypass or alter this feature. The District may assign or reassign hardware, software and networking components to any individual or building at any time without prior notification. The District may also upgrade, modify, or disable hardware, software and networking components at any time without prior notification.
- B. Authorization for Removal. All hardware, software and networking components assigned to a particular building, classroom or office must remain in the assigned location, including associated components such as keyboard, mouse and cable. Hardware, software and networking components may not be removed from assigned District premises without prior written authorization from the Building Principal or the Chief Information Officer. All signed authorizations for removal of hardware, software and networking components will be filed with the Technology Center.
- C. All software to be installed on Sweetwater County School District #1 computers must be approved by the Chief Information Officer prior to installation. All software must have appropriate licenses prior to installation.

LEGAL REFS.: Children's Internet Protection Act, Public Law 106-554, 47 U.S.C. § 254

Adopted: 1/22/96

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12/10/2018

School District #1, Sweetwater County, Wyoming

