

Lancaster Community School District

Personnel

STAFF COMPUTER/NETWORK USE

The use of the school's computers and networks is a privilege for staff members who agree to act in a considerate and responsible manner while logged on to the system. All computer/network use may be subject to monitoring by authorized District staff.

User Responsibilities

Staff members are responsible for:

1. Complying with board policies while using the school's computers and networks;
2. Using the school's computers and networks in a way consistent with the District's educational goals and utilizing educationally suitable resources;
3. Ensuring that no one knows any of the passwords they set up;
4. Remembering the passwords they set up and changing them when asked to do so;
5. Saving all work done on the computers to your home directory instead of computer hard drives (Authorized staff may save to hard drives.)
6. Logging off of the system at the end of each day or when requested by the technology staff.
7. Monitoring student activity in classrooms when students are using computers; and;
8. Reporting misuse of computers to District technology staff or school administration
9. Shutting down the computers every Friday, or before any vacation period.

Prohibited Activities

1. Using the school's computers and networks in ways which violate Board policies and professional standards.
2. Using the school's computers and networks for any illegal activity including violation of copyright or other laws.
3. Using the school's computers and networks for personal, financial or commercial gain.
4. Damaging, degrading or disrupting equipment or system performance. (This includes, but is not limited to, changing computer settings, damaging any physical part of the system, removing serial number labels from computers, or deleting, changing any software or files not belonging to the individual from the computers or network.)

5. Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
6. Gaining unauthorized access to resources or entities.
7. Installation of any software without prior approval of district technology staff.

Penalties for Violating Computer/Network Use

The use of the school's computers and networks is a privilege and users must take personal and professional responsibility for their conduct. Penalties may be assessed for violating computer/network use. Such penalties may include, but are not restricted to:

1. Verbal/written reprimand,
2. Restricted access,
3. Loss of privileges,
4. Disciplinary action, including suspension or termination,
5. Legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

LEGAL REF.: Section 943.70 Wisconsin Statutes
 947.0125
 PO 94-553, Federal Copyright Law

CROSS REF.: 521.4-Exhibit, Staff Technology Access Contract
 LEA Agreement
 LESP Agreement

APPROVED: May 10, 2000

REVISED: August 13, 2003