

Lancaster Community School District

Personnel

STAFF INTERNET/EMAIL USE

User Expectations

The use of telecommunications networks including the Internet is a privilege for staff members who agree to act in a considerate and responsible manner while online. All Internet and email use may be subject to monitoring by authorized District staff.

1. During school hours email shall be used only to conduct District business and aid educational pursuits.
2. Staff shall check their email frequently and delete unwanted messages promptly.
3. Staff members may subscribe to high quality discussion group mailing lists that are relevant to their education or professional/career development.
4. All email accounts are accessible to authorized District staff.
5. Restrictions against inappropriate language or content apply to public messages, private messages, and material posted on web pages.

User Responsibilities

Staff members are responsible for:

1. their own actions while using the Internet and other telecommunications networks;
2. using the Internet and other telecommunications networks in a way consistent with the District educational goals and utilizing educationally suitable resources;
3. using time wisely to ensure maximum access for all users and logging-off when asked to do so;
4. any financial obligations incurred while using the Internet or email; and
5. monitoring student activity in the classroom when students are using the Internet and email.

Prohibited Activities

1. Using the Internet or email in ways that violate board policies and professional standards.
2. Using the Internet or email for any illegal activity including violation of copyright or other laws.
3. Using the Internet or email for personal, financial or commercial gain.

4. Gaining unauthorized access to resources or entities (hacking).
5. Sending or displaying offensive, threatening, obscene, or other inappropriate messages or pictures in violation of federal, state, or local laws, or Board policy.
6. Saving email attachments to local hard drives.
7. Using personal internet-based email accounts.
8. Using other employee's email accounts or sending email messages using someone else's name.
9. Giving out email password
10. Posting chain letters or engaging in "spamming" (Spamming is sending an annoying or unnecessary message to a large number of people.)
11. Posting messages sent to them privately without permission of the person who send the message.
12. Posting inappropriate information about another person.
13. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, racist, sexist, abusive, or disrespectful language while on the Internet or email.
14. Posting information that, if acted upon, could cause damage or danger of disruption.
15. Engaging in personal attacks, including prejudicial or discriminatory attacks.
16. Harassing another person through the Internet or email. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
17. Knowingly or recklessly posting false or defamatory information about a person or organization.

Safety Tips and Netiquette

Staff members shall:

1. not give out their (or anyone else's) name, address, phone number, or other personal information.
2. be aware there is no privacy on the Internet, including email.

Internet Filtering

The Lancaster Community School District uses hardware and software that is designed to filter and block inappropriate sites, and to a lesser degree, high-risk activities. The current technologies allow for the blockage of violence/profanity, partial nudity and art, full nudity, sexual acts/text, gross depictions/text, racist/ethnic impropriety, satanic/cult, drugs and drug culture, militant/extremist, sex education, quest/illegal/gambling, alcohol-beer-wine-tobacco, sports and leisure and sites the District deems as non-educational.

The use of Internet filtering mechanism shall not diminish the user's personal responsibility for appropriate use of the network and Internet. Filtering methods are not 100% foolproof.

Blocking Sites

The District reserves the right to block sites that do not enhance classroom activities and/or career development. Staff and students are encouraged to contact the designated officials, should any one inadvertently access a site that is inappropriate for the school setting.

Removing the Filter for a Blocked Site

Removing a site from the blocked list shall require a high level of justification. Anyone wishing the removal shall submit the request in writing. The request shall be given to the building Principal, who shall then submit the request to the District Administration for further review. The decision to remove the block on the site shall be based on the following criteria:

1. Does the educational value of the site significantly outweigh the inappropriate nature of the site?
2. Does the site significantly enhance the curriculum?
3. Can the material/information be obtained from other more appropriate sources?

Individuals shall be notified of the approval or disapproval of the request in a timely manner. If the removal of the site is granted, the administrative team or its designee will further indicate the length of time the block is to be removed.

Penalties for Violating the Staff Internet/Email Use Policy

The use of the computers and telecommunications networks, including the Internet and email, is a privilege and users must take personal responsibility for their behavior. Penalties may be assessed for violating the Staff Internet/Email Use Policy. 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.: Sections 943.70 – Wisconsin Statutes
 947.0125
 PL 94-553, Federal Copyright Law
 Children’s Internet Protection Act
 Neighborhood Children’s Internet Protection Act

CROSS REF.: 521.4-Exhibit, Staff Technology Access Contract
821.1, District Web Sites/Pages
871 – Exhibit, Citizen’s Request for Reconsideration of
Instructional Materials.
LEA Agreement
LESP Agreement

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