

**General Information:**

Internet and school district area wide network access is available to staff in Miami-Yoder School District. We are pleased to provide these services and believe they offer an ever-growing access to enhanced information resources. Our goal in providing these services is to support a rigorous and rich curriculum by facilitating information access, resource sharing, and innovation.

The Board of Education supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful education practices, methods and materials.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational goals of the district. All staff are to use these resources in a responsible, efficient, ethical and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

To protect students from material and information that is considered harmful to minors, as defined by the Board, software that blocks or filters such material and information has been installed on the BOCES server. This protects any computer at Miami-Yoder that has access to the Internet. At the request of the state department of education <myspace.com> and similar sites have been blocked.

**Internet/Network Use -Terms and Conditions:**Acceptable Use:

The use of a staff account must be consistent with the educational objectives of the Miami-Yoder JT-60 School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:

- a. copyrighted material/plagiarism
- b. threatening or obscene material
- c. material protected by trade secret

Privilege:

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. Miami-Yoder School District may deny, revoke or suspend access to district technology or close accounts at any time.

Unauthorized and Unacceptable Use:

Staff members shall use district computers and computer systems in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use cannot be specifically described. Therefore, examples are included, but are not limited to the items listed below. No staff member shall access, create, transmit, retransmit or forward material or information that:

- promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- is not related to Miami-Yoder educational objectives, that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings.
- harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap.
- is for personal profit, financial gain, advertising, commercial or political purposes; that plagiarizes the work of another without express consent.

- uses inappropriate or profane language likely to be offensive to others in the school community.
- is knowingly false or could be construed as intending to purposely damage another person's reputation.
- is in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret; that contains personal information about themselves or others, including information protected by confidentiality laws.
- uses another individual's Internet or electronic communications account without written permission from that individual.

Unauthorized Software:

For legal reasons and to meet licensing requirements, all software purchases must be made by Miami-Yoder District. Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software company.

No Expectation of Privacy:

District computers and computer systems are owned by the district and are intended for educational purposes and district business at all times. Staff members shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of Miami-Yoder School District.

No Warranty:

The Miami-Yoder JT60 School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. Miami-Yoder shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

Security:

Security on any computer system is a high priority, especially when the system involves many users. Staff members who identify a security problem while using the Internet or electronic communications must immediately notify the system administrator(s) or a school administrator. Staff members should not demonstrate the problem to other users. Logging on to the system as a system administrator without permission from the administration is prohibited. Staff members shall not: use another person's password or any other identifier; gain or attempt to gain unauthorized access to district computers or computer systems; read, alter, delete or copy, or attempt to do so, electronic communications of other system users. Any staff member identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Confidentiality:

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians or district employees that is protected by confidentiality laws. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material.

Vandalism:

- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses

ADOPTED: August 14, 1996  
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