

## **Policies Pertaining to Business and Support Services**

### **ELECTRONIC COMMUNICATION AND DATE MANAGEMENT (ACCEPTABLE USE)**

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

#### **Availability of Access**

Access to the school's electronic communication system, including the internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

#### **Limited Personal Use**

Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost to the school.
2. Does not unduly burden the school's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

#### **Use by Members of the Public**

Access to the school's electronic communication system, including the Internet, shall be made available to members of the public, in accordance with administrative regulations and with provisions of this policy regarding personal use of the system.

#### **Acceptable Use**

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. (See EFE)

Access to school's communication system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with school policies.

Violations of law may result in criminal prosecution as well as disciplinary action by the school.

## **Electronic Communication and Data Management**

### **Intellectual Property Rights**

Students shall retain all rights to work they create using the school's electronic communication system.

As agents of the school, employees shall have limited rights to work they create using the school's electronic communications system. The school shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the school.

### **Disclaimer of Liability**

The school shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, user's mistakes or negligence, and costs incurred by users. The school shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found in the Internet.

**Date Adopted: November 17, 2001**