Fremont Board Policy **39J.3a**
46.0

STAFF INTERNET AND COMPUTER USE

Internet access is becoming an increasingly important tool for keeping up-to-date with current education issues, for personal research to enhance management, teaching and learning skills, and as a means of communication. The following procedures and guidelines are intended to ensure appropriate use of the Internet at Fremont Public Schools by the school's faculty and staff.

I. Staff Expectations in Use of the Internet

A. Acceptable Use

1. Staff may use the Internet to conduct research for classroom projects.

2. Staff may use the Internet for school-related e-mail communication with fellow educators, parents, and patrons.

3. Staff may use the Internet for any other use which serves a legitimate educational purpose.

4. Staff are encouraged to integrate the use of electronic resources into the classroom. However, teachers are cautioned that the quality and integrity of content on the Internet is not guaranteed. Teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

5. Staff may utilize e-mail including, but not limited to, correspondence between staff, professional organizations, family members, and government offices so long as it does not interfere with the normal duties and responsibilities of the staff member or the mission of the school district.

6. Staff may create web pages for classroom use. Any web page created by staff members for classroom use must be linked to the Fremont Public Schools web site and approved by the Superintendent or his/her designee. Staff are cautioned that publication of student work or personality-identifiable student information may violate the Federal Education Records Privacy Act. Staff must obtain the written consent of the Superintendent or his/her designee and the students' parent/guardian prior to posting any student-related information on the Internet.

B. Unacceptable Use

1. Staff shall not access material that is obscene or pornographic.

2. Staff shall not engage in any illegal activities on school computers, including the downloading and copying of copyrighted materials.

3. Staff shall not use chat rooms or instant messaging such as, but not limited to: Hotmail, AIM, MSN Instant Messaging and ICQ on school computers, except for legitimate educational purposes.

4. Staff shall not use school computers to participate in on-line auctions, on-line gaming, or mp3 sharing systems, such as, but not limited to, Napster, Aimster, Freenet.

5. The only political advocacy allowed by staff shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity, staff must obtain the consent of the Superintendent or his/her designee.

6. Staff shall not share their passwords with anyone, including students, volunteers, or fellow employees.

7. Staff shall not use audio and video streaming except for legitimate educational purposes.

8. Staff shall not install software on any school computer without consent from the system administrator or his/her designee.

II. Enforcement

A. Methods of Enforcement

The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. Staff members have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, electronic files on the system are subject to search and inspection at any time.

1. Fremont Public Schools uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of Fremont Public Schools. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that

blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3. Fremont Public Schools may monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Non-renewal, termination or cancellation of the staff member's employment contract;

2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by the staff member; and

3. Other discipline as school administration and the school board deem appropriate.

4. When and where applicable, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Adopted: February 18, 2002

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