

Number: 109.1

Section: Programs

Title: Employees Technology Policy

Adopted: May 20, 1996

Mifflin County  
School District

Revised: December 16, 2004

<b>EFFECTIVE DATE: January 3, 2005</b>	<b>I. <u>OBJECTIVE</u></b>	1
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	To outline procedures for School District Employees to use District technology resources.	3
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	<b>II. <u>PROVISIONS</u></b>	6
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	<b>A. <u>PURPOSE</u></b>	8
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	All use of the District's computer network must be in support of education and research and consistent with the purposes of the Mifflin County School District.	10
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	The Internet will be used to support the District's curriculum, the educational community, projects between schools, communications, and research for District students, teachers, administrators, and other employees.	14
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	<b>B. <u>AUTHORITY</u></b>	19
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	The Mifflin County School District reserves the right to log, monitor, and evaluate all network, file server, computer, and Internet activity by District users. The District Administration does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made using network or other computing resources. The District will monitor and filter all Internet traffic. The School District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity.	21
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	Authorization to enforce this policy must be granted by the Chief School Administrator or the Director of Information Systems or their designee.	30
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	<b>C. <u>EMPLOYEE USER ID PROCEDURES</u></b>	33
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	1. All new employees must review the Technology Policy with a staff member designated by the Information Systems Department and must sign the acknowledgement page.	35
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	2. New employees will receive their user ID when they finish reviewing this policy.	39
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**D. PROCEDURES FOR USE**

All users of the network must comply with the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The Act does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the Act recognizes that the School District may monitor employee e-mail messages, as long as the interception device is included in the e-mail equipment.

Employees will report all cases of students encountering inappropriate materials to the Information Systems Department and to the building principal.

Network accounts will be used only by the authorized owner of the account for its authorized purpose. Network users shall respect the privacy of other users on the system.

**E. PROHIBITIONS**

The use of the MCSD computer network resources for illegal, inappropriate or unethical purposes by employees is prohibited. Such purposes include but are not limited to the following:

1. Use of the computer network resources for commercial or for-profit purposes;
2. Use of any email other than the District's assigned account to communicate student information;
3. Use of the network for product advertisement or political lobbying;
4. Allowing any other person to use one's password or share their account (teachers may not allow students to use their accounts);
5. Unauthorized downloading and/or use of unapproved games, programs, files, or other electronic media;
6. Unauthorized installation, distribution, reproduction, or use of copyrighted software/materials on MCSD computers;
7. Use of the network which results in any copyright violation;
8. Use of school technology or the network for fraudulent communications or modification of materials in violation of law; such actions will be referred to appropriate authorities;
9. Use of the network to facilitate illegal activity;

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10. Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system;
11. Use of hate mail, harassment, discriminatory remarks, and other antisocial communications on the network;
12. Use of the network to access or transmit obscene or pornographic material, any accidental access must be reported to the Information Systems Department;
13. Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users;
14. Use of the network to misrepresent other users on the network;
15. Disruption, abuse, or destruction of hardware, software or the work of others in any way;
16. Unauthorized use of chat rooms or instant messaging without pre-approval of the Information Systems Department;
17. Circumventing system security, guessing passwords, or in any way gaining unauthorized access to local or network resources;
18. Sending detailed student or employee information outside the MCSD network without the permission of the Information Systems Department;
19. Use of email to send messages to multiple recipients (spamming). Group emails should be limited;
20. The email directory for the Mifflin County School District is the property of the Mifflin County School District and is not intended for distribution;
21. Use of school digital photographs for personal use.

**F. CONSEQUENCES FOR INAPPROPRIATE USE**

The network user shall be responsible for damages to the equipment, systems, or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to access the Internet and/or all computer resources. Other disciplinary procedures may take place if the supervisor feels it is necessary. The Information Systems Department will report all employee violations to the Superintendent.

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Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

**G. LIABILITY**

The Mifflin County School District will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

**H. UPDATING**

This policy will be reviewed annually and amended as necessary to meet educational needs and to comply with the law.

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