



Monroe County School District

Acceptable Use Policy for Employee Access to Networked Communications

It is a general policy that Monroe County School District network facilities (i.e., computers, electronic mail, conferences, bulletin boards, data bases, and access to the Internet), referred to as "the network telecommunications," are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District School Board of Monroe County and Board Policy. The following guidelines have been established for all users of the network. Failure to follow these guidelines may result in the loss of access to the network or other disciplinary action.

The primary purpose of the MCSD Network is to support students and teachers in the process of teaching and learning and to support the business operations and communications of the School district. Any violation of the principles and policies in this document may result in disciplinary actions (including suspension or expulsion) and possible legal action.

Public Information

Electronic communications and documents should never be considered completely private. The District School Board of Monroe County is subject to Florida Statutes regarding public information access. As such, all electronic messages and documents are a matter of public record. Examples: Internet browsing records, all email, files and documents saved on district computers or network.

Acceptable Uses of the Network/Internet/Email

- Participating in activities which support learning and teaching in Monroe County Schools
- Participating in electronic conferences, bulletin boards, email, databases, and access to the Internet to support curriculum.

Examples of Unacceptable Uses of the Network/Internet/Email

- Using impolite, abusive, or objectionable language or sending and displaying offensive or obscene messages or pictures. Sexual harassment, discrimination of any sort referencing age, sex, gender, religion, race or inference to drugs, guns or violence will not be tolerated.
- Using the network in ways that violate federal, state, or local laws, including use of network resources to commit forgery, or to create a forged instrument
- Access by minors to inappropriate matter on the Internet and World Wide Web, including disclosure of personal information when using electronic mail, chat rooms, and other forms of direct electronic communications
- Activities which cause congestion of the network or otherwise interfere with the work of others (i.e. peer-to-peer applications, chain letters, jokes, multimedia greeting cards, and e-mail backgrounds, enhancements and stationery)
- Using the networked communications for commercial purposes or financial gain
- Sending, receiving or copying copyrighted materials without permission of the author
- Avoiding security and/or proper log in procedures.
- Unauthorized access to another's resources, programs, or data
- Unauthorized disclosure, use and dissemination of personal information regarding minors.
- Vandalizing networked resources, including the uploading or creation of computer viruses
- Falsifying one's identity to others while using the network

- Installation of unauthorized software on networked computers
- Outside email services such as GMAIL, Yahoo mail, etc. within our network.
- Instant messaging or VOIP services.
- Accessing the web through the MCSD wireless network mobile devices including, non district laptop computers, mobile phones, etc.
- Employee must not attach or transfer media from a personal storage device to district hardware without permission from an appropriate staff member.

Use of District-Created E-Mail Distribution Lists

The purpose of all mailing lists maintained on Monroe County School District's network is to provide a fast, convenient medium for written communications. Distribution lists are to be used only for school district business or in support of teaching and learning activities.

Official Correspondence

It is the responsibility of the originator to properly maintain copies of all electronic documents, files and messages that may be construed as "official correspondence". This specifically includes responsibility for appropriate records retention, confidentiality, disposal, duplication, distribution and security. Users are expected to manage their allocated server and e-mail space in an efficient and timely manner. The school district, and specifically the Information Services Department, is not responsible for maintaining archived email or electronic documents sent over email as part of the school's network or over the Internet.

Help Request System

Any technical assistance needed by network users is to be requested via the district's help request system.

The system can be accessed by opening internet explorer and typing :

<http://adm-help/Submit.asp>

Web Content Filtering

The school district maintains a web-content filtering system that either permits or denies certain websites and protocols based on a category system, if a particular legitimate website is unduly blocked, a request can be made to unblock such site. This is done by requesting it via the district's help request system.

There should be no expectancy of privacy by MCSD staff, all web access by staff and students is tracked, and is subject to the public records law.



**USER/EMPLOYEE NETWORKED COMMUNICATIONS SYSTEM
AGREEMENT
MONROE COUNTY SCHOOL DISTRICT**

EMPLOYEE:

Name (please **PRINT**): _____

As a user of the Monroe County School District’s networked communications system, I hereby agree to comply with the Acceptable Use Guidelines – communicating and using Internet and Networked resources for educational business purposes only, honoring relevant laws and restrictions.

School Location: _____

Employee’s Signature _____ Date _____
