

Network/Internet User Regulations – Staff

The purpose of these regulations is to provide acceptable use procedures and regulations for network and Internet as additional educational resources and communication tools for staff of the Milbank School District. Access to the Internet allows users to explore an unlimited amount of information on a global “electronic highway.” The benefits of such a system far outweigh the risk that users may access inappropriate information. However, it is important that staff members are aware that most information is appropriate, valuable, and potentially confidential, but some is not. These guidelines are provided to define expectations for network users.

User Terms and Conditions

The use of the school provided network and Internet is a privilege. Staff members who are accessing the Internet are expected to demonstrate ethically and morally acceptable behavior on-line just as they are in any classroom. The use of the Internet is subject to agreement of the user to the following terms and conditions.

1. The use of the network and Internet must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Milbank School District along with state and federal regulations.
2. For security purposes and to maintain the integrity of the system, all use and communication through the network or Internet is subject to access and review by school personnel.
3. The following uses of school provided network/Internet access (including web pages) are not permitted:
 - a. To intentionally transmit, receive, access, download, or distribute offensive, threatening, vulgar, pornographic, obscene, or sexually explicit material, or any other software without permission of the staff member’s supervisor, administrators, or technology staff;
 - b. To vandalize, damage, or disable property of the school or another individual or organization;
 - c. To access another individual’s materials, information, or files without permission of the individual;
 - d. To use the network or Internet for commercial or political campaign purposes;
 - e. To release files, addresses, passwords, or other vital accessing information;
 - f. To promote or solicit for illegal activities;
 - g. To interfere with another person’s use or account in any way;
 - h. To violate copyright or other protected material laws;
 - i. To attempt to log on to the network/Internet as a system administrator;
 - j. To subscribe to e-mail, games, screen savers, or other services that generate several messages that can slow the system and waste other user’s time and access;
 - k. To use PDAs, cell phones, calculators, computers (except for labs owned by and located in the school), or any other electronic device to gain wireless access to the school’s network/Internet without specific permission from the Technology Coordinator
 - l. To change any systems setups without permission of the network administrator;
 - m. To place student pictures, names, social security numbers, or other identifiable student information on any web page.
4. Even though the network/Internet is provided for educational and/or research purposes, personal use of computers/network/Internet by staff members is acceptable providing the usage does not interfere with school responsibilities or violate these user regulations.
5. Milbank School District is not responsible for loss of information or any damages suffered from Internet use. Use of the Internet is done at the user’s risk. The District is not responsible for the accuracy or quality of information obtained through Internet services.

6. No financial obligations will be binding on the District from individual use.

Supervision of Students

No staff member may allow network or computer access to students unless students are directly supervised by the teacher granting usage or by a trained volunteer supervised by a teacher.

Use of Network/Internet by Family Members of Staff

Family members of school district staff may use the network/Internet through the staff member's computer if entrance to the network is gained by the staff member. Family members are prohibited from gaining unauthorized access to the network/Internet by using the staff member's name and password. Staff members are prohibited from sharing passwords with anyone except the authorized administrators and/or technology staff. Family members may use the staff member's computer and the network only under the direct supervision of the staff member. Family members of staff are subject to all the user regulations contained in this policy and the network/Internet User Regulations – Students.

Inappropriate Use

Inappropriate use includes, but is not limited to intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district, that violate any international, federal, or state laws, or any other use that hampers the integrity of security of the school district's computer network or any computer network connected to the Internet.

Violation Consequences

Violations of the law, through use of the school district's network/Internet access, may result in disciplinary action or litigation against the offender by proper authorities.

Violations of network/Internet policies or procedures, or regulations will result in the following consequences.

1. Any damage or repair resulting from intentional abuse of the school's equipment or software will be the responsibility of the teacher.
2. The administrator supervising staff members violating the network/Internet regulations will note violations through the teacher evaluation negotiated agreement. Severe violations of regulations may lead to a formal Plan for Improvement or dismissal for cause for the teacher who violated the regulations.

I, _____ (printed name of staff members) understand and will abide by the Milbank School District's Network/Internet User Regulations. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or appropriate legal action may also be taken.

Signature _____ Date _____