

# Mounds View Public Schools Ends and Goals Regulation

**EG-5104**

**Use of Technology - Employees**

## **ACCEPTABLE USE**

Mounds View Schools strive to prepare all students for the future by providing a challenging education which builds academic competence, develops responsible citizenship, encourages creativity, promotes lifelong learning, advances critical thinking skills, instills a commitment to personal wellness, and fosters respect for self and others.

In carrying out this goal, the District may provide employees and students with access to computers and other equipment enabling them to access the Internet, to use electronic mail, to create Internet web pages, and to send, receive, and store documents. Use of this equipment will be limited to educational purposes, including classroom instruction, educational research, and curriculum and professional development.

### **DEFINITIONS**

#### **District System**

The District System is all of the School District computers and communications equipment, including but not limited to all computers, Internet access, electronic mail systems, voice mail systems, databases, network storage devices, facsimile machines, cable television system, and all other audio or video systems.

#### **Acceptable Use**

##### General Definition and Parameters

The District's System may only be used for appropriate educational purposes. In general terms, appropriate educational purposes include school administration, classroom instruction, educational research, and curriculum or professional development.

The District may establish a process and criteria for the creation and posting of material on the District's Web site. All student, staff, school, or classroom Web pages will adhere to these criteria.

With the approval of the school building principal or his/her designee, school-sponsored extracurricular organizations may be permitted to create and publish Web pages on the District's Web site, provided that the material is consistent with the District's policies and regulations. Such web pages must relate to the activities of the organization and include only material created by student members of the organization. Staff members may create and publish material on the District's web site, provided that the material is consistent with the limited educational purposes of the District System, the District's policies and regulations, applicable law, and available resources.

School Board members may be provided access to the system. Use of the system will not violate the open meeting law, district policy or regulations, or other applicable state and federal law. School Board communications on the system will be deleted after 90 days.

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### Restrictions and Limitations on Acceptable Use

Access to the District's System is a privilege. The District may revoke the access of any user who violates any District policy or applicable law. In addition, users are prohibited from using the District System to send or receive messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or which are intended to promote or incite violence against person or property.

### Users are prohibited from installing, without authorization, software on the District System.

The District System will not be used for political lobbying, including the endorsement of political candidates (with the exception that students and staff may use the District System to communicate with their elected representatives). In addition, the District System will not be used for personal commercial activity, including selling, purchasing, advertising, or soliciting goods or services. The School District will not be responsible for any financial obligations arising from a user's activities on the District System and users will be held responsible for such obligations.

Users are prohibited from using software that is designed to destroy data, provide unauthorized access to computer or communication equipment, or which would disrupt the District System in any way. This includes, by way of example only, using any software viruses, Trojan horses, worms, or other invasive software.

Users are prohibited from doing anything which would degrade the performance of the District's System including, but not limited to, deliberately disrupting a computer or the computer network.

Users are prohibited from forging, altering, or otherwise concealing the identity of the person sending messages or other forms of communication with the District System.

All electronic mail communications from District employees must be drafted in the same manner and with the same care as any communication in printed form on District letterhead. All communications from District employees, whether electronic, voice, or printed, must be in accordance with the District's policies and procedures, as well as applicable laws.

Consequences for staff who violate any provision of this policy may include discipline, termination of employment, referral to law enforcement for possible criminal prosecution, and restitution.

### **Data Privacy**

The Family Educational Rights and Privacy Act (FERPA) and Minnesota Governmental Data Practices Act (DPA) define educational records as those records, files, documents, and other materials which contain information directly related to a student. These laws classify educational records as "private or confidential" data that cannot be released to the public without a court order. Directory Information as defined in Policy EG-3110 is not data that is private or confidential.

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## **Privacy**

Electronic communications must conform with the definition of “acceptable uses.” The School District reserves the right to read, listen to, or otherwise access files and information transmitted on District systems. Employees, students, and also the public, should therefore have no expectation of privacy in any message or file created, sent, stored, or received using the District’s system. Routine inspection and/or maintenance and monitoring of District systems may lead to discovery of violations of this policy, other District policy or regulations, or the law.

The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.

## **Intellectual Property Rights**

Users of the District System will respect the rights of others in their intellectual property, including copyrights and trademarks, and will abide by the principles of “fair use” as that term is defined in the federal Copyright Act. Improper use of copyrighted information is not permitted. If a system user repeatedly infringes upon copyrighted works, the District will terminate the staff member’s account.

The District will accommodate and not interfere with the standard technical measures used by copyright owners to identify or protect copyrighted works.

Works created by students are the property of the student. Works created by staff members in the course of their duties and using the District System are the property of the School District.

## **Filtering**

Consistent with applicable Federal law, the District will filter, block, or otherwise prevent the use of the District System for the transmission of any comment, request, suggestion, proposal, image, or other communication which: (1) is fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, or defamatory; (2) is intended to promote or incite violence towards person or property; (3) otherwise violates the District’s policies or regulations or applicable law.

## **No Warranty**

The District makes no warranties of any kind, either expressed or implied, that the function of the services provided by or through the District’s System will be error-free or without defect. The District will not be held responsible for any damage users may suffer including, but not limited to, loss of data or interruptions of service. The District does not guarantee that staff members using the District’s System will not encounter offensive or otherwise inappropriate material. The District is not responsible for the accuracy or quality of the information obtained through or stored on the District System.

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