

Staff Responsible Use of the Internet and Electronic Communications Guidelines

General Information

The smooth operation of the district's network relies upon users adhering to established standards of proper conduct. In order to be granted access to the district's network, a user must adhere to the provisions of the district's policies and regulations governing the use of the network. Unless otherwise indicated by human resources, compliance with these policies is a condition of employment in the St. Vrain Valley School District (SVVSD). In general, this requires efficient, ethical, and legal utilization of the district network. If a user violates district network policies, regulations, procedures or guidelines, access to the district network may be denied and other legal or disciplinary action may be taken. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district network. The district network is the property of the district and its use is a privilege, not a right.

Only Board members, staff members, and students enrolled in the district will be granted access to the district network. Occasional exceptions are made in order to include individuals in the employ of other agencies who are routinely on duty at a school site and who provide direct services to district students and/or teachers or guests who are involved in an educational activity at a district function. These exceptions must be approved by the appropriate director prior to being processed. Procedures for access to the district network are managed and maintained by District Technology Services (DTS).

Rules of use

Users will:

- Use the district network in support of educational and administrative objectives and in a way that is consistent with the mission and curriculum of the St. Vrain Valley School District.
- Abide by local, state, and federal laws such as, but not limited to, the copyright law, licensing laws, privacy laws, district policies and regulations, as well as district and school-based guidelines.
- Abide by the acceptable use agreement of any accessed network.
- Be responsible for maintaining confidentiality of passwords and protecting accounts from misuse.
- Change their password as soon as the district issues their account.
- Change passwords frequently and as required by the district.
- Ensure electronic communication they send to themselves from a non-district account will meet district requirements for acceptable use.
- Access network systems only by the owner of the account or owner/administrator's authorization.
- Access the district network only through district-approved resources and/or services.
- Be held responsible for damage done to the SVVSD network, software, data, user accounts, hardware and for unauthorized costs incurred by users.

Users will not:

- Use the district network to harass any person on the basis of race, color, sex, religion, national origin, age, disability, or any other basis. (District policies and regulations prohibiting harassment apply to the use of the district network.)

- Use the district network to access, process, generate, or distribute pornographic or obscene material, inappropriate text or graphic files, files which may be harmful to themselves and others, or files dangerous to the integrity of the SVVSD network.
- Attempt to circumvent security measures or filters.
- Load, install, redistribute or access software on district assets without permission from DTS (i.e., open source, illegal, not owned and licensed by SVVSD).
- Install hardware not owned and licensed by the district, unless specifically approved by DTS.
- Use the district network for private financial gain, commercial advertising, or solicitation purposes.
- Use the district network to solicit, proselytize, advocate or communicate the views of any non-school sponsored organization, or to raise or solicit funds for any non-school related or non-school sponsored entity or organization, whether for profit or non-profit.
- Use the district network to establish any non-approved website.
- Perform an act that plagiarizes the work of another without express consent.
- Spread falsehoods about a person that lowers the affected individual in the eyes of the community.
- Pretend to be someone else when sending/receiving electronic communications.
- Reveal personal information such as addresses or phone numbers of the user or others.
- Use the district network in such a way that would disrupt the use of the district network by other users.
- Send frivolous or excessive messages and images.
- Create, send, or forward chain letters or any other message type that causes district network congestion or interferes with the delivery of electronic communication to others.
- Send electronic communication to anyone who asks not to receive such communication.
- Forge or attempt to forge electronic messages.
- Attempt to read, delete, copy, or modify the electronic communication of other system users or interfere with the ability of other system users to send/receive electronic communication.
- Download attachments into the district system that do not meet these responsible use guidelines.
- Access the district network without permission.

Websites

All SVVSD websites are for the purpose of communicating with the public and encouraging student learning. Principals and directors are responsible for all content on their webpages.

- Only content and links which support the SVVSD mission and programs are acceptable, and all must comply with this policy.
- If students prepare pages meant to officially represent the school or a district program, every link must be tested by a supervising faculty member prior to submission.
- Websites must follow fair use guidelines for content and follow other applicable trademark and copyright laws.
- Unapproved outside hosting of district websites is not permitted.

- District websites or other Internet venues will not contain private student information unless that information is part of a secure service authorized by the district.
- Student photos may not be used without prior parent/guardian permission in writing. Students' last names shall not accompany photos, except for secondary students. No other personally identifiable student information may be included on an openly accessible webpage/electronic messaging system (address, phone number, email address, etc.). School staff is responsible for collecting and retaining, on file, all active parent photo permits.
- Any domain used by an SVVSD organization must be owned by SVVSD.

Monitored use

- The district reserves the right to access, retrieve, print, read, disclose to third parties or otherwise monitor; (i) all messages (including personal messages) sent or received through its electronic communications system; (ii) all sites visited and files downloaded on the Internet; and (iii) all other uses of the district network.
- Reasons for which the district or others authorized by it may access such information include, but are not limited to: (i) to provide for the safety and security of minors; (ii) to determine whether a violation of this policy or other district policies has occurred; (iii) to investigate and repair a failure or error in the network system; or (iv) to obtain information requested by a third party in litigation or in response to a government investigation.
- Messages sent over the district network (including personal messages) and other uses of the district network should not be considered private or confidential.
- Use of the district network constitutes consent to access by the district or others authorized by it to electronic messages sent and received by the user, to sites visited on and files downloaded from the Internet and to all other uses of the district network.
- Electronic communication sent or received by employees, including electronic communications on district-owned equipment, as well as other documents generated through use of the district network, may be considered a public record subject to disclosure or inspection under the Colorado Open Records Act.

Teachers monitoring student use of network shall:

- Review with students the district network policies, regulations and responsible use guidelines, including Internet safety information, guidelines for appropriate online behavior (including use of social networks), cyberbullying awareness and response, and applicable acceptable use agreements.
- Maintain supervision of students using the district network.
- Report to appropriate district personnel any inappropriate materials that are found to be accessible.
- Report inappropriate behavior to appropriate district personnel.

Damage caused by a user

- Any attempt to harm or destroy any district equipment or materials, data of another user of the district system, or any other networks is prohibited.
- Any harm or destruction that is the result of negligence to any district equipment or materials, the data of another user of the district system, or any other networks is prohibited.
- Attempts to degrade or disrupt system performance will be viewed as violations of district policy and administrative regulations.

The user understands that:

- The district is not responsible for users' inability to access or receive any outside electronic communications.
- The district system is provided on an "as-is, as-available" basis.
- The district makes no warranties of any kind, whether expressed or implied, related to the use of district technology systems, including access to the Internet and electronic communications services.
- Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received.
- The district shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions.
- Use of any information obtained via the Internet and electronic communications is at the user's own risk.
- The district does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.
- Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the district.

Staff members shall be required to electronically sign the district's Acceptable Use Agreement acknowledging the above.

Consequences

Failure to adhere to district policies, regulations, procedures or guidelines regarding the use of the district network may result in immediate suspension of access to the district network. Violation may also result in disciplinary action including, but not limited to, termination of employment, and liability for damages. Users may also be subject to all civil and criminal penalties as defined in any applicable local, state or federal laws.

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