

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: GBEF-R &amp; GBEF-E</b>
	<b>POLICIES AND REGULATIONS</b>	

## **PERSONNEL**

### **STAFF INTERNET / E-MAIL REGULATIONS**

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply.

Staff members are encouraged to use caution when sharing confidential information about students or employees because messages are not entirely secure.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

#### **THE FOLLOWING BEHAVIORS NOT PERMITTED ON DISTRICT NETWORKS INCLUDE BUT ARE NOT LIMITED TO:**

1. Sending or displaying offensive messages or pictures
2. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
3. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.
4. Harassing, insulting or attacking others
5. Engaging in practices that threaten the network (e.g., purposely loading files that may introduce a virus)
6. Violating copyright laws
7. Using others' passwords without permission
8. Trespassing in others' folders, documents, or files
9. Intentionally wasting limited resources – causing congestion, disruption, disablement, or impairment of the district's network or systems
10. Employing the network for commercial purposes
11. Violating regulations prescribed by the network provider
12. Promoting, supporting, or celebrating religion, sectarian institutions or societies
13. Employing the network for sale of personal items
14. Any illegal conduct or communications (violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way)
15. Any conduct or communications which are violative of the personal rights of others

The Network Supervisor will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account.

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Employee's Name (please print)

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Signature

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Date

**ADOPTED:** January 25, 1999  
**REVISED:** March 12, 2007  
**REVISED:** February 23, 2009  
**REVISED:** February 24, 2014