

Administration

INTERNET ACCEPTABLE USE POLICY

SP 2115.00

With the spread of telecommunications throughout the modern work place, the County Superintendent recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

As access is provided, the Superintendent expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Superintendent will provide staff with training in the proper and effective use of telecommunications and electronic mail.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The Mendocino County Office of Education reserves the right to review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications to ascertain compliance with network guidelines for acceptable use.

The Superintendent will specify those behaviors that are permitted and those that are not permitted, as well as appropriate procedures to guide employee use. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

The Superintendent encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Superintendent anticipates that the new systems will expedite the sharing of effective practices and lessons and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world. To encourage staff to develop interests and skills in utilizing telecommunications, personal use by staff will be allowed outside of work hours as long as it does not interfere with school-related use of the network and conforms to the County Office's Acceptable Use Policy. Notwithstanding the above, the County Office reserves the right to limit personal use of the networked information system should any need arise.

Date Adopted: 12/04/2001

Date Revised: 07/01/2009