

COMPUTER SECURITY, E-MAIL AND INTERNET ACCEPTABLE USE

SCOPE OF POLICY

This policy describes the proper use of the computer systems for the employees/computer users of South Hampton School District. These systems include internal databases, an "Intranet", Internet access and internal and external e-mail. This document details employees' responsibilities in using these computer systems and discusses related issues such as copyright considerations and harassment issues.

GENERAL STATUS

SOUTH HAMPTON SCHOOL DISTRICT PROVIDES COMPUTER HARDWARE AND SOFTWARE AT ITS EXPENSE AND INTENDS FOR THEM TO BE USED FOR BUSINESS RELATED TRANSACTIONS AND COMMUNICATIONS ONLY.

As a result, employees have a limited right to privacy regarding files in their PCs, sites they visit on the Internet, or the content of their e-mail. South Hampton School District and the IT staff have the right to review these files, including e-mail, and to monitor Internet access to ensure that usage of these systems is in accordance with the guidelines set forth below.

By using these systems, employees recognize that they have waived any rights to privacy in email messages or files that they may download.

USE OF SYSTEMS

South Hampton School District computer systems may not be used for certain activities, which fall outside purely business use. Examples of **INAPPROPRIATE** use include, but are not limited to:

- Personal for-profit activities
- Use of an "Instant Messenger" program (AOL, ICQ, or Yahoo Instant Messenger)
- Personal political activities
- Illegal activities such as gambling
- Religious activities
- Unauthorized access to other systems
- Deliberate damage to or alteration of another user's files
- Revealing your or another user's login name and/or password to others.
- Using another user's name or password to gain access to an internal or external system
- Harassment of an individual or group of people
- Creation or transmission of material which denigrates or discriminates against an individual group
- Printing, displaying, downloading or sending sexually explicit images, messages or jokes

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COMPUTER SECURITY, E-MAIL AND INTERNET ACCEPTABLE USE

(continued)

- Use of the Internet that interrupts or disrupts our network users, services, or equipment
- Installation of software, including screen savers, on a personal computer, notebook, or handheld without prior approval from a tech coordinator

Anti-harassment and discrimination policies apply with full force and equal vigor to communications made electronically. South Hampton School District has the right to monitor its communication systems, which include deleting, printing and manipulation of electronic data.

CONFIDENTIAL INFORMATION

Employees are expected to maintain the confidentiality of any personnel information regarding South Hampton School District employees or any clients of the District.

COPYRIGHT

Employees should be aware that current legal opinion holds that all documents accessible through the Internet, including e-mail, are copyrighted. This copyright may be explicitly stated by the author or publisher, or may exist by default. The safest course is to assume that no text or images obtained from the Internet may be redistributed electronically or in hard copy without permission from the author or publisher. For example, any e-mail generated by a South Hampton School District employee is automatically copyrighted by the District. Likewise, e-mail received from outside sources is copyrighted by the author or organization from which they work. Although typical practice is to allow the free printing, forwarding and even editing of e-mail, if information of significant importance is received through e-mail, authors could invoke their copyright if such information is misused.

As all software is copyrighted, only district-owned and licensed software may be installed on a South Hampton School District computer, notebook, or handheld.

E-MAIL

In general, employees should not put anything into an e-mail that they would not put into a letter. Since e-mail messages are easily redistributed electronically, and may be printed and distributed in hard copy, **one should not assume that any e-mail is or will remain confidential.**

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(continued)

The following guidelines should be followed when using the e-mail system:

- Anonymous e-mail is prohibited
- Avoid large attachments
- Do not open misaddressed e-mail
- Transmit confidential information only to those individuals authorized to receive it
- Do not send or re-send inappropriate messages as defined above under inappropriate activities
- Retain important messages as you would any document by printing them
- Do not sign up for "Inservices" unrelated to work activities

Employees must recognize that no reasonable expectation of privacy exists within an e-mail system. Password protection and encryption keys do not lock out total accessibility. All messages and transmissions composed, sent, stored or received on South Hampton School District's communications systems are and remain the exclusive property of South Hampton School District and should not be considered the private property of any employee. Use of the South Hampton School District e-mail system is a privilege and can be revoked if misused.

PASSWORDS

All employees who are authorized to access the South Hampton School District or SAU 21 central computer systems (network servers) will be assigned a password. Employees are responsible for maintaining the confidentiality of their password and those of other staff. Employees are prohibited from lending their password for Internet access to another South Hampton School District employee that has been DENIED access and both violators would lose rights to Internet access. Employees of South Hampton School District are prohibited from password protecting district computer systems (screen savers and BIOS passwords) for this will hinder the IT department and other district employees from accessing these systems.

COMPUTER HARDWARE

Due to warranty/leasing issues and asset management, employees must NOT tamper with or relocate the South Hampton School District computer systems without direct permission from the tech coordinator. Leasing agreements and/or warranties will become invalid if a non-certified employee attempts to service computer related hardware.

INTERNET ACCESS

Internet access will be authorized (or not authorized) individually for each district employee by his or her respective department head. Internet access shall be for **SOUTH HAMPTON SCHOOL DISTRICT RELATED BUSINESS ONLY AND PERSONAL USE OF THE INTERNET IS PROHIBITED.** This connection is of limited

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(continued)

speed and can efficiently serve only a limited number of users simultaneously. Even listening to music over the internet can adversely affect the efficiency of the system. All District employees who have access to the web should be aware that a transaction log (similar to a telephone log) is kept of all Internet sites visited by each employee. The District's screening software monitors employees' usage and the tech coordinator is notified of any and all violations. Certain web sites may be automatically prohibited by the District firewall and access will be restricted. Downloading information or software from the Internet is prohibited unless it is work related. **USE OF THE SOUTH HAMPTON SCHOOL DISTRICT INTERNET ACCESS IS A PRIVILEGE AND CAN BE REVOKED IF MISUSED.**

VIRUSES

Users should not open files from floppies, compact discs, memory sticks, or the Internet without scanning them for computer viruses. If an employee is unaware of the identity of the author, the employee should delete the email immediately. If an e-mail attachment is an executable program and the employee is unaware of the author do not open that attachment. Employees should never open an attachment if it has a "VBS" extension, since files with this extension are usually computer viruses! Employees should never double-click on an attachment unless they are expecting that attachment from a known author! Suspected infections should be reported to the tech coordinator immediately.

CONSEQUENCES OF POLICY VIOLATIONS

If an employee is found to have violated the terms of acceptable use, he or she may be subject to various disciplinary actions depending on the severity of the infraction. Such consequences may take the form of:

- **SUSPENSION OF E-MAIL AND INTERNET PRIVILEGES;**
- **DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION;**
- **PERSONAL CIVIL OR CRIMINAL LIABILITY**

ACCEPTANCE OF POLICY/CONSENT

By signing the accompanying acknowledgment, employees certify that they have read these terms.

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SOUTH HAMPTON SCHOOL DISTRICT
STATE OF NEW HAMPSHIRE

EMPLOYEE ACCEPTABLE USE POLICY
SIGN-OFF FORM

Employees of South Hampton School District shall subscribe their name to the following agreement:

I hereby acknowledge reading the South Hampton School District's **Computer Security, E-mail and Internet Acceptable Use Policy** and understand that employees of South Hampton School District must comply with these rules and regulations. I understand that all computer-related hardware at South Hampton School District is the property of the District and must be used for work-related tasks only! I understand that it is the intent for all computer related business conducted by employees of South Hampton School District to be work related and by reading this document, I am aware of the consequences for noncompliance.

Print Name: _____

Signature: _____

Date: _____

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