

INTERNET ACCEPTABLE USE POLICY FOR STAFF

Terms and Conditions

The Cleveland Municipals School District ("District") is offers District staff access to its computer systems, Internet and e-mail (collectively referred to as the "Network") to support its educational objectives. Staff is defined as all employees, consultants, and others given e-mail privileges by the District. Staff is expected to follow all guidelines listed below. Inappropriate use of the Network may result in a cancellation of access and termination of employment.

Internet Acceptable Uses

The Network is to be used for educational purposes. The following types of access are considered to be appropriate uses:

1. Participating in collaborative efforts.
2. Accessing real-time data.
3. Accessing unique resources.
4. Publishing information and resources.
5. Conducting research.
6. Communicating broadly and effectively.

Internet Unacceptable Uses

The following types of access are considered to be inappropriate uses:

1. Accessing profane or obscene material, material suggesting illegal acts and/or material advocating violence or discrimination.
2. Using any access to commit illegal acts.
3. Attempting to access any resources that are restricted, confidential or privileged.
4. Posting chain letters.
5. Participating in Internet Relay Chat, news groups, or mailing list participation, except to meet the educational objectives of the District.
6. Granting Internet or Network access to unauthorized persons intentionally or unintentionally.
7. Posting personal contact information.
8. Personal use of the Internet.
9. Attempting to disrupt access to District computers or any other computer.
10. Causing damage to or changing function, operation or design of the technology.
11. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening language.
12. Harassing another person.
13. Posting false or defamatory information.
14. Plagiarizing information found on the Internet.
15. Disregarding the rights of copyright owners on the Internet.
16. Causing or permitting material protected by copyright, trademark, or confidential data to be uploaded, published or broadcast in any way without appropriate permission.
17. Posting Web pages without proper authorization.
18. Downloading large files totaling more than 10MB per user per week between the hours of 8:00 a.m. and 5:00 p.m. (Large files may be downloaded between the hours of 5:00 p.m. and 8:00 a.m. the next morning; exceptions to the general limit are permissible with the knowledge and approval of the department's director.)

19. Buying or selling products or services unrelated to District needs or uses.
20. Accessing the Internet while in a school through dial-up or other means that bypass the District Internet filters.

Internet Filters

The District uses Internet filtering software to prevent access and downloading of undesirable items from the Internet. Sites that cannot be accessed from a District computer are called "Denied Sites". Sites that can be accessed are called "Allowed Sites". Access can be granted to a denied site and access can be restricted to an allowed site. Such requests must be approved by a principal, director, executive director, chief or chief executive officer.

E-mail Restrictions

The e-mail system is provided to staff to assist them in carrying out District educational objectives. The e-mail system permits communication internally and with selected outside individuals and companies that the District, in its sole discretion, decides should receive and send mail to the District. The e-mail system should not be used to transmit personal messages.

The District has the capability to access, review, copy and delete any messages sent, received or stored on the e-mail system. The District reserves the right to access, review, copy or delete all such messages for any purposes and to disclose them to any party (internal and external to the District) it deems appropriate.

Confidential District Information

Staff must exercise a greater degree of caution in transmitting District confidential information on the e-mail system than they take with other means of communicating information (e.g. written memoranda, letters or telephone calls), because of the reduced human effort required to redistribute such information. District confidential information should never be transmitted or forwarded to outside individuals, organizations, or District employees not authorized to receive that information. Care should be used in addressing e-mail messages verify that messages are not inadvertently sent to outsiders or the wrong person(s) inside the District. Care should be used particularly when using distribution lists to ascertain that all addressees are appropriate recipients of the information, confirming the list accuracy. Restraint should be exercised when routine forwarding of messages that may contain District confidential information to multiple parties, unless there is a clear business need to do so.

Viewing and Protecting E-mails

Employees should not access their e-mail messages for the first time in the presence of others. E-mail windows should not be left open on the screen when the computer is unattended.

Attorney-Client Privileged Communications

Some of the messages sent, received or stored on the District e-mail system will constitute confidential, privileged communications between the District and either its internal or external attorneys. Upon receipt of a message either from or to counsel, the message content should not be forwarded to others inside the District without counsel's authorization. Such messages or their contents should never be forwarded to any outsiders.

Copyrighted Information

Use of the e-mail system to copy and/or transmit any documents, software or other information protected by the copyright laws is prohibited.

E-mail Etiquette

Users should note that staff e-mail messages may be read by someone other than the addressee to whom the message has been sent, and may even be disclosed at some point in time to external parties or a court in connection with a litigation. Accordingly, care should be taken to ensure that messages are courteous, professional and businesslike.

Other Prohibited Uses

Use of the e-mail system to engage in any communications that are in violation of District policy, including but not limited to transmission of defamatory, obscene, offensive or harassing messages, or messages that disclose personal identification without authorization, is prohibited.

Storing and Deleting E-mail Messages

The District strongly discourages the storage of large numbers of e-mail messages for a number of reasons, including but not limited to: (1) e-mail messages frequently contain District confidential information; (2) it is desirable to limit the number, distribution and availability of such messages to protect the District's information; (3) retention of messages fills up large amounts of storage space on the network server and personal hard disks, and can slow down the performance of both the network and individual personal computers; (4) in the event that the District needs to search the network server, backup tapes, or individual hard disks for genuinely important documents, the fewer documents that need to be searched, the more economical the search will be.

Accordingly, employees are to promptly delete any e-mail messages they send or receive that no longer require action or are not necessary to an on-going project. Employees should audit their stored e-mail messages regularly to identify messages that can be deleted.

Acknowledgement

I acknowledge that I have read and will abide by the Internet Acceptable Use Policy for Staff of the Cleveland Municipal School District.

Date: _____

By _____
(signature)

Please print or type name: _____

[Adoption date: December 6, 2001]