

**ADMINISTRATIVE PROCEDURES**  
**STAFF ACCESS TO NETWORKED INFORMATION**  
**RESOURCES PROCEDURES**

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

The network is provided for staff and students for educational purposes. Communications over the network are often public in nature, therefore general rules and standards for professional behavior and communications will apply.

Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other 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 are not permitted on district networks:

1. Sharing confidential information on students or employees
2. Sending or displaying offensive messages or pictures
3. Assisting a campaign for election of any person to any office or for the promotion of/or opposition to any ballot proposition
4. Using obscene language
5. Harassing, insulting or attacking others
6. Engaging in practices that threaten the network (e.g. loading files that may introduce a virus)
7. Violating copyright laws
8. Using others' passwords
9. Trespassing in others' folders, documents, or files
10. Intentionally wasting limited resources
11. Employing the network for commercial purposes
12. Violating regulations prescribed by the network provider
13. Promoting, supporting or celebrating religion or religious institutions

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 or continuing use of an existing account.

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Signature

Date