

**COMPUTER NETWORK, INTERNET AND E-MAIL
ACCEPTABLE USE POLICY
FOR EMPLOYEES OF THE CLINTON PUBLIC SCHOOLS**

The Clinton Public Schools Technology Network, which includes Internet access and electronic mail capability, exists solely for educational purposes, which are defined as classrooms activities, career and professional development and high quality self-discovery activities of an educational nature. The Clinton Public Schools intends to utilize this computer network, along with all of its other educational resources, to fulfill its ultimate goal of preparing students for success in life and work. To this end, the computer network will be used to facilitate communications between and among students, staff and parents, enhance productivity, assist staff members in upgrading and acquiring skills through a broader exchange of information, and to provide information to the community including parents, government agencies and businesses.

The computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

In order for an employee of the Clinton Public Schools to use the Technology Network, he/she must read the following rules and sign an agreement indicating his/her acceptance of the rules contained in this Acceptable Use Policy.

Rules:

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Clinton Public Schools. A violation of the terms of this "Acceptable Use Policy" may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Clinton Public Schools and the applicable provisions of any governing collective bargaining agreement. Any violation of these rules that constitutes a crime may also result in criminal prosecution. The Clinton Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Clinton Public Schools computer network.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
 - a. Placing unlawful and/or inappropriate information on a system
 - b. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message

- c. Sending messages or posting information that would likely result in the loss of a recipient's work or system
 - d. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission
 - e. Participating in other types of use which would cause congestion of the network or interfere with the work of others
 - f. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses
 - g. Accessing or transmitting materials that are obscene, sexually explicit, and accessing any prohibited sites on the Internet
 - h. Revealing one's own personal address or telephone number
 - i. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network
 - j. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network
 - k. Attempting to harm, modify or destroy data of another user
 - l. Exhibiting any other action whatsoever which would in any way subject the user or the Clinton Public Schools to any civil or criminal action
 - m. Discussing highly sensitive or confidential school department information in e-mail communications
 - n. Using the Clinton Public Schools technology network to buy, sell or advertise anything
 - o. Accessing discussion groups or "chat rooms"
 - p. Using the Clinton Public Schools technology network for gambling
 - q. Using the Clinton Public Schools technology network for political campaigning purposes, including attempts to influence ballot questions or promote or oppose a candidate for public office
 - r. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators
 - s. Using the computer network for recreational purposes or activities relating to personal hobbies
3. Except as otherwise provided in the applicable collective bargaining agreement, the Clinton Public Schools assumes no responsibility for:
- a. Any unauthorized charges of fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs
 - b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services
 - c. Any cost, liability or damages caused by a user's violation of these guidelines

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- d. Any information or materials that are transferred through the network
 - e. Any inappropriate use of electronic resources of the Clinton Public Schools
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- 4. The Clinton Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Clinton Public Schools shall not be liable for any loss or corruption of data resulting while using the network
 - 5. All messages and information created, sent or retrieved on the network are the property of Clinton Public Schools. Electronic mail messages and other use or electronic resources by students and staff are also the property of the Clinton Public Schools and should not be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network's back-up files. While the Clinton Public Schools does not plan to review cache files or back-up files in the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver
 - 6. The Clinton Public Schools strongly condemns the illegal distribution (otherwise known as pirating) software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment

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