

8.22.1 EMPLOYEE TECHNOLOGY DEVICE USE POLICY

The Cabot School District provides technology devices and/or computer Internet access for employees to assist them in performing work related tasks. Employees are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that under Arkansas law, both email and computer use records maintained by the district are subject to disclosure under the Freedom of Information Act. Consequently, no employee or student-related reprimands or other disciplinary communications should be made through email.

Passwords or security procedures are to be utilized as assigned, and confidentiality of student records is to be maintained at all times. Employees must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security, alter data without authorization, disclose passwords to other staff members or students, or grant students access to any computer not designated for student use. It is the policy of this school district to utilize Internet filtering software designed to prevent users from accessing material that is harmful to minors. The designated district Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

Employees who misuse district-owned devices in any way, including excessive personal use, using devices for personal use during instructional time, using computers to violate any other policy, knowingly or negligently allowing unauthorized access, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, up to and including termination or non-renewal of the employment contract.

Legal References: A.C.A. §6-21-107, 111

Date Adopted: April 22, 2002

Date Revised: May 17, 2016

**8.22.1F EMPLOYEE INTERNET AND LOCAL AREA NETWORK
USE AGREEMENT**

Employee Name (Please Print):

School Campus:

Date:

The Cabot School District agrees to allow the employee identified above (hereinafter, "Employee") to use the district's technology to access the Internet and Local Area Network (hereinafter, "LAN") under the following terms and conditions:

1. Conditional Privilege: The Employee's use of the district's access to the Internet and LAN is a privilege which is conditioned on the Employee's adherence to this agreement.
2. Acceptable Use: The Employee agrees that in using the district's Internet access he/she will obey all federal and state laws and regulations and district policies. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee's use of the district's Internet access interfere with, or detract from, the performance of his/her job-related duties.
3. Penalties for Improper Use: If the Employee violates this agreement and misuses the Internet, the Employee may be subject to disciplinary action up to and including termination.
4. "Misuse of the District's access to the Internet" includes; but is not limited to, the following:
 - a. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
 - b. using abusive or profane language in messages on the system; or using the system to harass, insult, or verbally attack others;
 - c. posting anonymous messages on the system;
 - d. using encryption software;
 - e. wasteful use of resources provided by the school including paper;
 - f. causing congestion of the network through lengthy downloads of files;
 - g. vandalizing data of another user;
 - h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - i. gaining or attempting to gain unauthorized access to resources or files;
 - j. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - k. using the network for financial or commercial gain without district permission;
 - l. theft or vandalism of data, equipment, or intellectual property;
 - m. invading the privacy of individuals;
 - n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - o. introducing a virus to, or otherwise improperly tampering with the system;
 - p. degrading or disrupting equipment or system performance;
 - q. creating a web page or associating a web page with the school or school district

- without proper authorization;
- r. attempting to gain access or gaining access to student records, grades, or files of students not under the employee's jurisdiction;
 - s. providing access to the district's Internet Access or LAN to unauthorized individuals;
 - t. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
 - u. making unauthorized copies of computer software;
 - v. personal use of devices during instruction time; or
 - w. installing software on district computers without prior approval of the technology director or his/her designee.
5. Liability of debts: Staff shall be liable for any and all costs (debts) incurred through their use of the district's technology devices or the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Employee signing below agrees that in using the Internet or LAN through the district's access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the district's Internet Access or LAN and may also examine all system activities the employee participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system.
7. Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions. A copy of the signed policy will be scanned to the employee's personnel file.

Employee's Signature: _____ Date: _____

Date Adopted: April 22, 2002

Date Revised: May 17, 2016