

**STAFF ACCESS TO NETWORKED
INFORMATION RESOURCES PROCEDURES****Date: October 8, 2001**

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 to conduct research and communicate with others. 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.

The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

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. Participating in political campaigns
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. Conducting 'personal' business
14. 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.

Bremen Public Schools, Bremen, Georgia