

COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS POLICY

The District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including E-mail and internet use.

The District intends to enforce the rules set forth and reserves the right to change these rules at any time.

1. The computer hardware system, software and E-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the property of the District. They are not the property of the employee.
2. The computer and E-mail system is to be used primarily for school purposes. Personal business is authorized only when it does not interfere with professional responsibilities.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The District prohibits unlawful, discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords will be assigned by the computer administrator.
8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve or monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or ready any E-mail that is not sent to them.
10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
11. The District has the authority to terminate or limit access to any program or application at any time.
12. Student owned personal electronic devices (CD players, cell phones, flash drives, gaming devices etc.) may not be used unless approved by the administration.

The Henniker Community School
Acceptable Usage Contract for Staff

Staff Member _____

Signature _____ Date _____

Administrator Signature _____ Date _____

All computer and electronic equipment, including hardware, software, and portable personal computers are the property of the Henniker Community School

The computer systems are provided for business or educational purposes. The computer and E-mail system is to be used primarily for school purposes. Personal business is authorized only when it does not interfere with professional responsibilities. Employees should not use the systems for any offensive or unlawful purpose including, but not limited to: destruction or damage to equipment, software, or other data belonging to the school or others; disruption or unauthorized use of accounts, access codes, or identification numbers; use of computer resources to send, store messages and/or materials with the intent to defraud, harass, defame, or threaten others; use of computer resources in ways which intentionally or unintentionally impede the computing activities of others; and using computer resources to access adult oriented sites that contain descriptions or depictions of a pornographic nature, or that permit access to gambling facilities over the Internet.

All uses that are not otherwise permitted under this policy are expressly prohibited.

The Henniker Community School reserves the right to monitor, access, change, delete, review and/or retrieve any and all information stored or transmitted on the computer systems, including information which may have been deleted but still exists on such systems.

The Henniker Community School does not guarantee the privacy or security of any item stored or transmitted on the computer systems, and employees should not have any expectation of privacy with respect to any information transmitted or stored on the computer systems (Even if a password is required to access such information). This applies to all computers owned by the school as well as any privately owned computer that is connected to the school's network.