

INTERNET, NETWORK, AND ELECTRONIC ACCEPTABLE USE POLICY FOR STAFF

BP - 2110

All Wbccsc faculty and staff understand and agree to the following:

1. The use of Wbccsc Network and Internet access (Network) is a necessary component of business and educational objectives and, in many cases, is required by faculty and staff to successfully fulfill their duties as employees. Abusive conduct of the Network will not be tolerated. Such conduct would include but not be limited to, the placing of unlawful information on the system, and/or defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal material subscribed to or received by the user, or any violation of corporation rules or policies. Additionally, conduct that embarrasses, harms, or in any way distracts from the good reputation of Wbccsc and its faculty and staff, or any organizations, groups, and institutions with which the Wbccsc is affiliated is also deemed abusive. The superintendent will be the sole arbiter of what constitutes abusive conduct as described above. Discipline for violation of this policy will be based on the severity of the action and may include written reprimand, corrective action plan, suspension, or termination. When and where applicable, law enforcement agencies and/or the Department of Child Services will be notified.
2. The Wbccsc Administration reserves the right to review any digitally stored material and will edit or remove any material, which the administration, in its sole discretion, finds to be in violation of this agreement.
3. All information services and features contained on the Network are intended for the educational use of its patrons, and any commercial or unauthorized use of those materials or services, in any form, is expressly forbidden. Staff members are responsible for the use of their accounts, passwords, access and privileges. Any problems, which arise from the use of a staff member account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is expressly forbidden.
4. Staff members shall not use their personal cell phones, including messaging, or computers, including Internet access, for personal business during instructional time. Additionally, all staff members shall use good judgment when using any electronic device, whether it is for personal use on personal time or professional use during work time.
5. In consideration for the privilege of using the Wbccsc Internet services and in consideration for having access to the information contained on it, staff members hereby release and hold harmless the Wbccsc, its employees, and affiliates for claims of any nature arising from Internet use, or inability to use, the Wbccsc Network and user account access assigned to said staff member.
6. Staff members must receive permission from the Wbccsc Director of Business and Technology before installing software or hardware to any corporation equipment. Staff members agree to abide by all copyright laws. Staff members agree to use caution and diligence when obtaining files from home or via email sources to avoid virus outbreaks and damages to the Wbccsc Network.
7. Staff access to any use of the Wbccsc Network is subject to such limitations as may be established by the administration, which may change from time to time. Staff members understand their access may be altered or terminated at any time. Staff members should also

refrain from attempting to access or alter data or systems to which they have not been granted permission to do so.

8. Staff members shall make every effort to avoid viruses, phishing attempts, and other actions that may compromise their school accounts and/or the Network. Additional training may be required for staff members who may require it.
9. Staff members shall do everything in their power to protect sensitive and confidential student data and conform to the Family Educational Rights and Privacy Act (FERPA).
10. Staff members shall do everything in their power to provide a safe digital learning environment for all students. To that end, building principals are responsible for providing training so that teachers and staff under their supervision are knowledgeable about this policy as well as the student acceptable use policy. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Network and all corporation technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms, and cyberbullying awareness and response.

All staff should be advised that access to the Internet may contain information which could be defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, or illegal. The WBCSC works diligently to protect students and staff from such content including the use of hardware and software to monitor and filter content. However, the corporation realizes staff members may inadvertently or accidentally come across this material and will not be held responsible in these cases. Questionable content should be reported to the Director of Business and Technology.

By signing the bottom of this page, staff members are granted Network access and agree to abide by this acceptable use policy.

Staff Member's Printed Name

Staff Member's Signature

Date

Date Adopted: 03/08/10

Date Revised: 04/18/11

Date Revised: 01/10/22