

# **G-42 OPELIKA CITY SCHOOLS EMPLOYEE INTERNET/E-MAIL ACCEPTABLE USE POLICY**

## **Acceptable use of the Internet and the Opelika City Schools System's e-mail:**

Although Opelika City Schools system's e-mail service is meant for business use, the Opelika City Schools system allows personal usage if it is reasonable, ethical and does not interfere with work. Opelika City Schools system encourages the use of the Internet and e-mail because they make communication more efficient and effective. However, Internet service and e-mail are the property of the Opelika City Schools system and their purpose is primarily to facilitate school business. Every staff member with access to the Internet and e-mail has a responsibility to use and access the Internet and e-mail in a productive manner. To ensure responsible use, the following guidelines have been established for using e-mail and the Internet. All access to the Internet should be through the Opelika City Schools systems filtering system unless the employee is given authorization to bypass the filter with a personal bypass. This bypass information is for use solely by the authorized employee and should not be shared with any other individual.

## **Unacceptable uses of the Internet and e-mail:**

The school e-mail and Internet access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature. Harassment of any kind is prohibited. No message with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the school system's e-mail or Internet service. Electronic media may not be used for any other purpose that is illegal, against school policy or contrary to the school's best interest. Solicitation of non-school business or any use of the school e-mail or Internet for personal monetary gain is prohibited.

## **Communications:**

Each employee is responsible for the content of all text, audio or images that he/she places or sends over the school's e-mail/Internet system. No e-mail or electronic communication may be sent which hides the identity of the sender, represents the sender as someone else. All messages communicated on the school's e-mail/Internet system should contain the employee's name.

The school system routinely monitors usage patterns for its e-mail/Internet communications. The reasons for this monitoring are many, including cost analysis/allocation and the management of the school system's gateway to the Internet. ***All messages created, sent, or retrieved over***

***Opelika City School's System's e-mail/Internet are the property of the school system and should be considered public information.***

The Opelika City Schools System reserves the right to access and monitor all messages and files on the school system's e-mail/Internet service. Employees should not assume electronic communications are totally private and should transmit highly confidential or personal data in other ways.

All communications sent by employees via the school systems e-mail/Internet service must comply with this and other school policies and may not disclose any confidential or proprietary school information.

**Software:**

To prevent computer viruses from being transmitted through the school e-mail/Internet system, there will be no unauthorized downloading. All downloaded software must be registered to Opelika City Schools Systems. Employees wishing to download software must first contact the Technology Coordinator for permission and guidance. Only authorized technicians are authorized to install software on school computers.

**Copyright issues:**

Employees on the Opelika City Schools System's e-mail/Internet service may not transmit copyrighted materials belonging to entities other than the school. All employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.

**Violations:**

Any employee who abuses or violates the e-mail/Internet policy of Opelika City Schools' Systems will be subject to disciplinary action up to and including termination. If necessary, the Opelika City Schools System reserves the right to advise appropriate legal officials of any possible legal noncompliance.

**ADOPTED: September 27, 2005**

**OPELIKA CITY SCHOOLS**

**E-MAIL/INTERNET USER AGREEMENT**

**Employee Agreement:**

The Opelika City Schools system's Internet and e-mail are to be used in accordance with Board policy. Employees using the Internet and e-mail do not have a right to personal privacy in using these services. Opelika City Schools system reserves the right to monitor Internet and e-mail usage and messages at any time, with or without prior notice. Unauthorized downloading of software is prohibited, as are copyright infringements.

I have received a copy of the Opelika City Schools system's Policy Guidelines on e-mail/Internet acceptable use. I recognize and understand that the school's e-mail/Internet systems are to be used for conducting school business, instructional purposes, and limited ethical personal use only. I understand that use of this equipment for business purposes is prohibited.

I have read the aforementioned document and agree to follow all policies and procedures that are set forth herein. I further agree to abide by the standards set in the document for the duration of my employment with the Opelika City Schools system.

I am aware that violations of this guideline on e-mail/Internet acceptable use may subject me to disciplinary action, up to and including discharge from employment.

Furthermore, I understand that this document may be amended in the future.

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**Employee Signature Date**

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**Employee Printed Name**