

MADISON METROPOLITAN SCHOOL DISTRICT

HUMAN RESOURCE POLICIES AND PROCEDURES

Subject:	STANDARDS OF CONDUCT FOR USING THE INTERNET AND GROUPWISE E-MAIL	Policy #: 4.09
Source(s):		

Standards of Conduct for Using the Internet and Groupwise E-Mail

It is the policy of the District to expect that staff will use the Internet system and Groupwise E-Mail in a responsible manner. Accordingly, the District has established procedures for the use of the Internet system and Groupwise E-Mail along with rules governing staff's use in accessing these systems. Staff must realize that use of this electronic information resource is a privilege, not a right. Violations of the procedures or rules will result in appropriate disciplinary action up to and including written reprimand, suspension without pay, and possible discharge.

Procedures for Use:

1. The District provides staff with access to the Internet for the purpose of fulfilling the District's mission of teaching, learning, and public service operations. Uses are to be related to the academic programs or operations of the MMSD.
2. All MMSD e-mail accounts (Groupwise and Internet) are owned by the MMSD and therefore not private. The District retains the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic mail systems as necessary.
3. Call-in access to the Internet for staff will be provided to the extent economically feasible. Length of time users may stay connected to call-in services will be limited. Technical assistance to staff in accessing the Internet from home will be limited.

Rules:

1. Staff shall:
 - a. use computing equipment, software, and network access in a manner consistent with appropriate school district staff and student codes of conduct and applicable statutes of the Wisconsin Criminal Code; adhere to Board of Education policies.
 - b. be aware of and abide by copyright and licensing laws.
 - c. be aware of and comply with the state laws regarding the release of student information; sensitivity to the security/safety issues related to publishing names, addresses, and pictures on the Internet is critical.
 - d. log off the Internet as soon as finished.

2. Staff shall not:

- a. interfere with the ability of other users to make effective use of school district computing and network resources.
- b. allow anyone else, including family members, to use their accounts.
- c. use any form of obscene, harassing, racist, sexist or abusive language or behavior on-line.
- d. send messages using someone else's name.
- e. use the Internet and/or Groupwise E-Mail for personal gain or for more than occasional personal use including the sending of personal messages.
- f. read mail or files without the owner's permission.
- g. intentionally access Internet sites containing sexually explicit or hate materials.

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