

# NOTICE TO EMPLOYEES

## ESTILL COUNTY BOARD OF EDUCATION

### *INTERNET AND ELECTRONIC MAIL ACCESS*

The Estill County Board of Education is pleased to offer the employees of the Estill County School System access to the district computer network for electronic mail (e-mail) and the Internet. To gain access to e-mail and the Internet, all employees must sign and return the attached form to the school.

Access to e-mail and the Internet will enable employees to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Employees should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, employees may find ways to access other materials as well.

We believe that the benefits to employees from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, adults are responsible for setting and conveying the standards that their children and students should follow when using media and information sources.

### **Rules and Regulations**

Employees are expected to act responsibly on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network is provided for employees to conduct research and communicate with others. Access to network services is given to employees who agree to act in a responsible manner. Access is a privilege-not a right.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals using the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Network Proxy logs and e-mail accounts may be reviewed at any time. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. Employees bear the same responsibility as with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures (this includes any document containing pornographic, obscene, **or** sexually explicit material).
- Using obscene, abusive or sexually explicit language
- Harassing, insulting or attacking others
- Intentionally damaging computer systems, operating systems, or computer networks

- Violating copyright laws
- Using another's password (the individual is responsible for the security of his/her own password).
- Trespassing in another's folder, work or files (DO NOT access, copy or transmit another's messages without permission.)
- Intentionally wasting limited resources
- Using the network for private business or personal gain (commercial purposes).

Violations may result in loss of access as well as other disciplinary or legal action.