

BURLINGTON SCHOOL DISTRICT

D 10: Employee Acceptable Use of Electronic Resources

Former Policy GBEBA

It is the belief of the Burlington Board of School Commissioners that Electronic Resources are a necessary component for the effective functioning of our District. This policy describes the parameters for employee use of those Resources.

For purposes of this policy, the term “Electronic Resources” is intended to be all-inclusive and includes, but is not limited to all District-owned computer-related components and equipment and telecommunication equipment including but not limited to host computers, file servers, workstations terminals, laptops, software, all internal or external communication networks, access the World Wide Web (WWW), the Internet, commercial online services, bulletin board systems, and the internal and external e-mail systems accessed via District computer equipment.

The Electronic Resources are provided to District employees and students for educational purposes and in order to conduct official District business. Occasional, brief, and appropriate personal use that does not interfere with District business or employees’ duties is permitted consistent with compliance with this policy. Examples of inappropriate and prohibited personal use include but are not limited to the following: game playing or gambling; administering, promoting, advertising or soliciting political or commercial businesses or activities; accessing on-line services for personal business; accessing or attempting to gain unauthorized access to internal or external sources by hacking or any unauthorized method; chain letters or communications. The transmission of harassing, embarrassing, indecent, profane, pornographic, obscene or unlawful materials or accessing sites containing such information is expressly prohibited. Employee’s use of District Electronic Resources for such purposes will be subject to immediate and serious discipline up to and including dismissal, as consistent with the offense. An employee encountering such material shall immediately notify his/her supervisor.

Security. Security on any computer system is crucial, especially when the system involves many users. Any employee who identifies a security problem with District Electronic Resources must notify a supervisor or school principal. Employees are expected to be familiar with and comply with individual user responsibilities as condition of their employment.

Privacy. Employees have no right or expectation of privacy regarding anything created, sent or received on the District computer system including e-mail, sites accessed on the Internet or WWW, or any other use of District Electronic Resources. The District may monitor any and all computer transactions and communications in order to evaluate the use of the District’s Electronic Resources and to ensure compliance with this policy. All files and documents created on the District Electronic Resources shall be considered

District property. All Electronic Resources communications are subject to public disclosure laws.

Employees must comply with all software licenses, copyrights, and other state and federal laws governing intellectual property and electronic access, including but not limited to the Child Internet Protection Act, Federal Educational Rights and Privacy Act, and federal copyright laws.

Limitation/Disclaimer of Liability

The Burlington Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District shall not be liable for employees' unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users.

The District makes no guarantee that the functions or the services provided by or through the District Electronic Resources will be error-free or without defect. The District shall not be responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District shall not be held responsible for the accuracy or quality of information obtained through or stored on the Electronic Resources, or for financial obligations arising through the unauthorized use of the Electronic Resources..

Development of Procedures:

The Superintendent, or his/her designee, will coordinate and oversee the District Electronic Resources. The Superintendent, or his/her designee, will develop district-level procedures necessary to implement this policy. Those procedures may include ensuring that teachers receive proper training and interpreting this policy at the District level. The Building Administrator, or his/her designee, will be responsible for implementing these procedures at a building level. A District Administrator may establish more stringent procedures on computer use if he/she determines that employees' personal use of computer equipment is disruptive to the operations of the Building.

Legal References: 17 U.S.C. §1- et seq. - The Copy Rights Acts of 1909 and 1976, as amended; 18 U.S.C. §2510 et seq. - Electronic Communications Privacy Act of 1986,as amended; 47 U.S.C. § 230 et seq.- The Communications Decency Act except for (47 U.S.C. 223(a)(1)(B)(ii) and 223(d) that were found unconstitutional by US Supreme Court); 47 U.S.C. 254(h)(B) and (1) - The Children's Internet/Online Protection Act of 1998, as amended; 1 VSA subchapter 2, Public Information; 16 VSA §2002

Cross References: Copyright E 19; Selection of Instructional Materials G 12;
Use of School Facilities H 6; District Collective Bargaining
Agreements;
District Personnel Policy Manual

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