

PALMYRA AREA SCHOOL DISTRICT  
Acceptable Use of Internet and Network Resources Policy  
All District Employees

Purpose:

Internet and network resources will be used to support the district curriculum, the educational community, projects between schools, communications, and research for district students, teachers, administrators, and staff.

Procedures:

Palmyra School District reserves the right to log and monitor Internet use, computer network activity, and filespace utilization by district users. Network storage areas may be treated like school lockers. Network administrators, school administrator, and/or faculty may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system responsibly. Users should not expect that files stored on district servers or computers will be private. Palmyra School District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity. Palmyra School District reserves the right to log and monitor e-mail.

Staff must sign the acceptable use agreement in order to have e-mail and Internet access. All signed permission forms will be kept on file.

Acceptable Use Policy

1. Use of the Internet and computer technology must be in support of the educational program and Palmyra School District.
2. The Internet and computer technology will not be used for illegal activity, lobbying, transmitting offensive materials, hate mail, discriminating remarks, or obtaining or distributing obscene or pornographic material.
3. Users shall not intentionally access another individual's materials, information, or files without permission.
4. Use of school technology or Internet connectivity for fraudulent or illegal copying, communication, taking, or modification of material in violation of law is prohibited and will be referred to the appropriate authorities.
5. Loading, distribution, or use of unauthorized games, programs, music, files, or other electronic media is prohibited.
6. The illegal use of copyrighted software, materials, or files is prohibited.

7. The network will not be used to disrupt the work of others; hardware or software shall not be destroyed, modified, or abused in any way.
8. The user will be responsible for damages to the equipment, systems, and software resulting from careless, deliberate, or willful acts.
9. Any attempt to circumvent security measures on the school district network is prohibited. Users should report any security problems to the school administration, faculty, and/or technology staff.
10. Users are not permitted to access the schools network using personal computers while at school.

Consequences for Inappropriate Use:

Failure to follow the procedures and prohibitions listed above may result in the loss of the right of access to network resources. Other appropriate disciplinary procedures may take place, as needed, for students and employees.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services may be reported to the appropriate legal authorities for possible prosecution.

**DISCIPLINARY ACTION FOR UNACCEPTABLE USE BY EMPLOYEES:**

1. First Violation:  
Written Reprimand. This documentation will be maintained in the building level administrator's file.
2. Second Violation:  
Unsatisfactory rating in Professionalism on formal evaluation, which could result in an overall unsatisfactory. Written reprimand from first violation will be attached to the unsatisfactory rating as well as appropriate documentation from second violation. These will become part of the personnel file in the district office.
3. Third Violation:  
Automatic unsatisfactory on formal evaluation and possible termination.

Employee Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_