

Indian Diggings School District Acceptable Email and Internet Policy

Use of email, district technology equipment and internet access is permitted and encouraged where such use supports the goals and objectives of the Indian Diggings School District. However, the District has a policy for the use of email and internet access whereby the employee must ensure the following.

- Comply with current legislation;
- Use in an acceptable way;
- Do not create unnecessary business risk to the District; by their misuse of equipment and accessibility.

Unacceptable uses of a District provided email account and internet access include but may not be limited to the following:

- Forwarding District email confidential messages to external locations;
- Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal;
- Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered harassment;
- Accessing copyrighted information in a way that violates the copyright;
- Undertaking deliberate activities that waste staff effort, time, and/or networked resources, including, but not limited to, chain letters, personal photos and videos;
- Intentionally introducing any form of computer virus or malware into the network.

Monitoring

The District accepts that the use of email is a valuable business tool. However, abuse of email and internet access can have a negative impact upon employee productivity and District reputation. Email and internet resources are provided for business purposes. Therefore, the District maintains the right to examine any systems and inspect any data recorded in those systems. Employees are encouraged to establish a separate email account for personal and non-business related use;

In order to ensure compliance with this policy, the District also reserves the right to use monitoring software in order to check upon the use of content of emails.

Agreement

All District employees, contractors or temporary staff who have been granted the right to use the District's email and internet services are required to sign this agreement. Your signature below confirms your understanding and acceptance of this policy.

Signature

Date