
SUBJECT: Employee Information Network Acceptable Use Policy

I. **Board Policy**

The Board recognizes the need for a policy governing the use of the electronic information resources by employees as outlined in Utah State Code §53A-3-422. Responsibility is delegated to the District Administration for implementing the policy according to established guidelines.

II. **Administration Policy**

The Acceptable Use Policy shall be administered and implemented according to the terms and conditions outlined in the following guidelines:

A. **Scope**

This policy references the use of electronic information resources made available to employees by Jordan School District. These resources include, but are not limited to, voice mail, electronic mail, the Internet, and other network files or accounts provided to employees.

B. **Terms and Conditions of This Policy**

1. **Acceptable Network Use**

- a. Employees will use the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this policy.
- b. Employees who formally publish school or District related information on the Internet must have proper approvals and abide by District publishing guidelines and procedures (as per D212 □ District and School Web Sites).
- c. Employees are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, being polite, never sending or encouraging others to send abusive messages, and using inappropriate language.

2. **Unacceptable Network Use**

- a. Employees may not intentionally transmit or receive material in violation of law or District policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devices. An employee may not be in possession of or use pornographic material on school property. Users are prohibited from posting or sending content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
- b. Employees may not participate in or promote any illegal or inappropriate activities, disruptive use of the network, or activities of any kind that do not conform to the rules, regulations, and

- polices of Jordan School District.
 - c. Employees may not use the network for product advertisement or political lobbying.
 - d. Employees are advised not to reveal personal information such as names, addresses, telephone numbers, passwords, credit card numbers or social security numbers. Releasing personal information of others or that of organizations associated with the District is prohibited.
 - e. Employees may not intentionally harm or destroy District data, the network, or network performance. This includes, but is not limited to, creation and introduction of computer viruses, unauthorized access to restricted systems or programs, or using the District network to illegally access other systems.
- 3. Expectation of Privacy
 - a. Employee files, disks, documents, etc., which have been used or created with District electronic information resources are not considered private.
 - b. Electronic mail transmissions are not private.
- 4. Submission

Employees will be required to submit an Employee Signature of Agreement Form each year or upon special request. Forms are available from local principals and department supervisors.
- 5. Disciplinary Action
 - a. The signature indicates that the employee has carefully read, understands, and agrees to abide by the terms and conditions regarding proper behavior and use of the network. The signature on the Employee Signature of Agreement Form is legally binding.
 - b. Employees who violate the terms and conditions of this policy may have their access to electronic information limited, suspended, or revoked and will be subject to disciplinary action, including the possibility of termination of employment and appropriate legal action as outlined in District policy DP316 NEG□Orderly Termination.
- 6. Service Disclaimer

Jordan School District makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The District will not be responsible for any damages an employee suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, employee errors or omissions, or non-deliveries or service interruptions caused by a network system. Use of information obtained by the network system is at the employee's own risk. Jordan School District specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.

These policies have been developed and approved by the Jordan School District Board of Education for exclusive use within Jordan School District. Any use by a person or organization outside of Jordan School District is not authorized by the school district. Jordan School District bears no responsibility for such unauthorized use or adaptation of the policies of Jordan School District. Any party copying or revising these policies for its own use does so at its own risk and responsibility as to applicability and legal sufficiency.

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