

The Board of Education recognizes that as telecommunications and other new technologies change the ways that people access, communicate, and transfer information, those changes will alter communication among its employees and the community. The Mosinee School District is committed to providing its employees with the use of and access to electronic communications technology, including the Internet.

Telecommunications, electronic information sources, networked services, and the Internet exponentially increase the amount of information available to schools, students, school employees and citizens. Employees may exchange information, exchange messages, and converse in real time with millions of people all over the world. The vastness of these information resources renders it impossible for anyone to screen their content prior to their use, and the Mosinee School District makes no attempt to do so.

School employees must be able to use electronic communications systems to do their work. The Mosinee School District believes that providing its employees access to electronic communications systems is a necessity of doing business. At the same time, some content that may be accessed by employees using electronic communications systems is illegal, defamatory, inaccurate, and/or offensive. In addition, some individuals use electronic communication systems in ways prohibited by federal and state law.

Acceptable Use Guidelines for Employees

Using the electronic communications systems owned by the Mosinee School District is a privilege, not a right. The Board of Education has the authority to revoke this privilege if it determines that an individual is not using the system consistent with its policies. Electronic communications systems include, but are not limited to, all systems that make use of video, voice, and data interchange using electronic means. Examples of such systems include, but are not limited to, computers, computer networks, wireless guest/public network, telephone systems, voice mail, the district's Intranet, electronic mail, use of a video signal, district software, and access to district and regional data bases, records, and reports.

Acceptable use guidelines also apply to personal wireless devices that employees bring in to connect to our guest/public wireless internet connection. The Mosinee School District is not responsible for support of personal laptops or wireless devices; or any possible damage to the connection that the Mosinee School District guest/public wireless network could cause.

The Mosinee School District provides its employees access to electronic communications systems to advance education, consistent with the district's goals, objectives, and strategic plan.

MOSINEE	Section:	500 – Personnel	Policy Code: 522.7
SCHOOL	Division:	EMPLOYEE ACCESS TO	Approved: Mar 2011
BOARD		ELECTRONIC COMMUNICATION	Page 2 of 4
POLICY		SYSTEMS	

Users of the system understand that:

1. Use which is consistent with the Mosinee School District policies and purposes is acceptable;
2. Use which violates Wisconsin, federal, or international laws is unacceptable;
3. Activities that interfere with the ability of other users to make effective use of the system are unacceptable;
4. Using the system in a manner harmful or harassing to others is unacceptable. Employees using the system in such a way are subject to discipline in accordance with the district's regular harassment policy.
5. All users are advised that under 1995 Wisconsin Act 353, a person may be subject to criminal penalties if s/he uses an electronic mail system to:
 - send a message to another person and in that message, threaten to inflict injury or physical harm to the person or property of the person;
 - send a message to a person while intentionally preventing to disclose his or her identity with the intent of frightening, intimidating, or harassing the person;
 - send a message to another person and use obscene, lewd, or profane language or suggest a lewd or lascivious act.
6. All users are advised that communications over electronic networks should not be considered private. Network supervision and maintenance may require a review or inspection of messages. Messages may accidentally be diverted to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to suspect wrong doing or misuse of the system. Employees should have no expectation of privacy or confidentiality in any such communications.
7. All users are advised that computer equipment, software, telephone systems, and other electronic communications systems belong to the Mosinee School District, and are provided to employees for their use in conducting school district business. Except for limited and occasional personal use, electronic communications systems are to be used for school district business purposes only.

8. Employees are prohibited from using the school district’s electronic communications system for solicitations of any kind not related to school district business. These include, but are not related to, solicitations regarding an employee’s outside business interests, membership or fund raising for political organizations, religious groups, or any other outside entity.

9. All users are cautioned not to use the system to transmit information of a sensitive or confidential nature, following the same guidelines that prohibit the transmission of sensitive or confidential information using other methods of communication.

Acknowledgment

Employee Name _____

I acknowledge that I have read Mosinee School District Board **Policy 522.7: Employee Access to Electronic Communication Systems** and will comply with this policy while employed by the District. I understand that my use of Mosinee School District electronic communication systems is governed by School Board policies and by law.

Signature

Date

Legal Reference:

Cross Reference:

Modified: July 2007, November 2010, March 2011

Initial Policy Approval Date: November 2000
