

POLICY - 2.3.11 - INTERNET & E-MAIL USE
SCOPE - ALL PERSONNEL

The District is committed to the effective use of educational and communicative tools that are available through the use of current technology. In this regard, the District has made the use of computers, and access to electronic mail and the Internet available to all employees and volunteers.

The policy establishes rules governing the use of District-provided computers, electronic mail and the Internet. Computer use must be consistent with Oregon Public Records Law, State Ethics Statutes, and Federal Copyright and Licensing Laws. The District reserves the right to review any information, files, communications or programs sent, stored, received or loaded on its computer systems.

The Internet is defined as the worldwide network of computers communicating with one another via an agreed upon set of Internet protocols. Internet access usually means personnel have the capability to browse the World Wide Web and send electronic mail to anyone with an Internet E-Mail address.

This policy applies to electronic mail and Internet services that are:

- Accessed on or from the District's premises;
- Accessed using District computer equipment or via District-paid access methods;
- Used in a manner that identifies the individual with the District; or
- Loaded or installed on District computers or networks.

The district cannot guarantee that electronic communications will be private. Personnel using information systems and/or the Internet should realize that their communications are not automatically protected from viewing by third parties.

It is the policy of the District NOT to regularly monitor the content of electronic communications. However, the content of electronic communications may be monitored and the usage of electronic communication systems will be monitored to support operational, maintenance, auditing, security, and investigative activities. Users should structure their electronic communications in recognition of the fact that the District will, from time to time, examine the content of electronic communications.

District personnel are reminded that the use of District resources, including electronic communications, should never create either the appearance or the reality of inappropriate use.

The District encourages all employees to explore the Internet, but if this exploration is for personal purposes, it should be done on personal, not District, time. Likewise, games and other nonbusiness activities must be performed on personal, not District, time. Use of District computing resources for these personal purposes is permissible so long as the incremental cost of the usage is negligible, and so long as no business activity is preempted by the personal use.

Personal use privileges may be suspended or revoked at any time.

All users are responsible for seeing that these electronic communication resources are used in an effective, ethical, and lawful manner.

Employees and volunteers are strictly prohibited from using District E-Mail, Internet, or computer services in connection with, by way of illustration but not of limitation, any of the following activities:

Using District computers or any District-provided computer service for the financial benefit or the avoidance of financial detriment for personal gain as a public official, or for the financial benefit or the avoidance of financial detriment to a business in which the public official or a relative of the public official has an interest, ORS 244.040(1)(a);

- Engaging in illegal, fraudulent, or malicious conduct;
- Sending, receiving, or storing offensive, pornographic, obscene, or defamatory material;
- Soliciting or supporting political or religious causes or beliefs;
- Annoying or harassing other individuals, including any prohibited form of harassment;
- Downloading or running materials including screen savers, music, or streaming video off the web without prior authorization from the District;
- Obtaining unauthorized access to any computer system;
- Distributing or storing chain letters, jokes, solicitations, junk mail, offers to buy or sell goods, or other non-business material of a frivolous nature;
- Giving access and use of District-provided E-Mail, Internet, or computer services to non-members of the District;
- Participation in pirate software bulletin boards, or copying of software in a manner that is not consistent with the vendor license;
- Participation in activities that may be regarded as high risk with the potential to introduce viruses or other undesirable contaminants into the District's system.

Violations of this policy will be subject to disciplinary action up to and including termination. Furthermore, use of the District's computer system for defamatory, illegal, or fraudulent purposes may also be subject to civil liability and criminal prosecution.