

1st reading 10/21/10
12/2/10

DRAFT

File: IJNDBA

COMPUTER USAGE- EMPLOYEES

Business Ethics and Conduct

We expect employees of the Foxborough Public Schools to be ethical in their conduct. It affects our reputation and success. The Foxborough Public Schools requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on the public's trust. Employees owe a duty to the Foxborough Public Schools to act in ways that will earn the continued trust and confidence of the public.

As an organization, the Foxborough Public Schools will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and not to do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the School Business Administrator for advice and consultation.

It is the responsibility of every employee of the Foxborough Public Schools to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment. Employees may also be held personally liable for any violations of this policy.

Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees and the connectivity to access the Internet are all properties of the Foxborough Public Schools intended for business or educational use. Employees should not use a password, another person's password, another user account, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The Foxborough Public Schools strives to maintain a workplace free of harassment (as defined in our harassment policy) and sensitive to the diversity of its employees. Therefore, the Foxborough Public Schools prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The Foxborough Public Schools purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Foxborough Public Schools does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Foxborough Public Schools prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, or the School Business Administrator, upon learning of violations of this policy. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Internet Usage

The Foxborough Public Schools may provide employees with Internet access to help them do their jobs. This policy explains our guidelines for using the Internet responsibly and productively. While Internet usage is intended for job-related activities, we permit incidental and occasional brief personal use within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of the Foxborough Public Schools. Therefore, the Foxborough Public Schools reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or stored in our computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The Foxborough Public Schools does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented software or material or any other unauthorized software or material on the Internet. As a general rule, if you did not create the material, you do not own the rights to it, or you have not received authorization for its use, you may not put the material on the Internet.

Employees whose Internet usage violates any criminal laws or Foxborough Public Schools policies maybe subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material outside of the organization Violating copyright law Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions Sending, forwarding, or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending, forwarding, or posting messages that defame or slander other individuals
- The unauthorized access of any computer system Sending or posting chain letters, solicitations, or advertisements Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

Facebook and Social Networking Websites and Cell Phone Usage

The Foxborough Public Schools does not allow:

- Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
- Teachers may not list current students as "friends" on networking sites.
- All email contacts with students should be through the Foxborough Public Schools computer and telephone system, except emergency situations.
- All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.

- Teachers will not give out their private cell phone or home phone numbers without prior approval of the Foxborough Public Schools.
- Inappropriate contact via email or phone
- Inappropriateness of posting items with sexual content
- Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- Examples of inappropriate behavior from other districts, as behavior to avoid
- Monitoring and penalties for improper use of district computers and technology
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

Workplace Monitoring:

The Foxborough Public Schools may conduct workplace monitoring to help ensure quality control, employee safety, and security.

All computer equipment, services, or technology that we furnish are the property of the Foxborough Public Schools. We reserve the right to monitor computer activities and data that are stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

Adopted:

Policy Revised: 11-3-08

SOURCE: Foxborough