

LAKE PARK HUMAN RESOURCES POLICY

STAFF: INTERNET USAGE

Lake Park School District provides Internet access to employees for district business use only. The policies listed below are a guide to help employees determine proper business Internet usage. Lake Park School District reserves the right to modify policies at any time. If a questionable situation arises, please contact the IT Director.

Lake Park School District reserves the right to monitor and record Internet usage and fileserver utilization of all district employees. Lake Park School District reserves the right to suspend individual user accounts for violation of district policy.

- E-mail and file transfers are to be for business use only by authorized district users.
- Use of another employee's account or access to their personal files without their consent is strictly prohibited.
- Confidential information is not to be transmitted over the Internet without proper encryption.
- All downloaded files or applications are to be scanned for viruses before being saved on the district's network.
- All downloaded applications must be approved by the district's IT Director before being installed on the network.
- Transmission of harassing, discriminatory, or otherwise objectionable E-mail or files (as determined by the recipient) is strictly prohibited.
- Access to non-business related, obscene or offensive sites is strictly prohibited.
- Disruptive behavior such as introducing viruses or intentionally destroying or modifying files on the network is strictly prohibited.
- Any personal use of the network for commercial or illegal activity is strictly prohibited.
- Transmission of any religious or political messages is strictly prohibited.
- Game playing is strictly prohibited.

I have carefully read Lake Park School District's Internet Usage Policy. I understand and agree to adhere to the district's guidelines. I understand that any questions are to be directed to the Lake Park School District IT Director and any violation of the policies will result in loss of access privileges and disciplinary action.

User Signature: _____ Date: _____