

Blackstone-Millville Regional School District

Computer Network and Email User Guidelines

Privacy, Confidentiality and Public Records Considerations

The BMR School District will make reasonable efforts to maintain the integrity and effective operation of its electronic communication systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the District can assure neither the privacy of an individual user's use of the District 's electronic communication resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

In addition, communications of District personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection.

"Acceptable" network activities are those that conform to the purpose, goals, and mission of the BMR School District and to each user's job duties and responsibilities. Users shall have no guarantee of privacy while using the District internet or e-mail system. The Internet and E-mail system should not be used for personal purposes during working hours, except that users may engage in minimal e-mail activities for personal purposes, such as family correspondence, if the use does not diminish the employee's productivity, work product, or ability to perform services for the District. The following list, although not all inclusive, provides some examples of acceptable uses:

1. Communication to Administrators, Staff members, Parents, Students and others that conform to the user's job duties and responsibilities.
2. Research and activities necessary to fulfill and complement the user's job duties.
3. Printing materials necessary for the user's job duties.
4. Using district computers, software and accessories to fulfill and complement the user's job duties.

"Unacceptable" use is defined generally as activities using BMR School District hardware, software, or networks at any time, on site or off, that does not conform to the purpose, goals, and mission of the District and to each user's job duties and responsibilities. The following list, although not all inclusive, provides some examples of unacceptable uses:

1. Connecting of unapproved personal devices to the BMRSD computer network. (Laptop computers etc) Contact the Helpdesk for clarification.
2. Using network and or e-mail services for private commercial or business transactions and any activity meant to foster financial gain for entities outside the district.
3. Attempting self repair to computers, printers etc.
4. Printing of materials that do not pertain to the user's job duties.
5. Installation of software to any district computer without approval.

6. Using your BMRSD e-mail address to subscribe to websites or other internet services that do not conform to your BMRSD duties and responsibilities.
7. Using your BMRSD e-mail address to receive purchase or reservation confirmations that do not conform to your BMRSD duties and responsibilities.
8. Conducting non-District fund raising or public relations activities such as solicitation for religious and political causes or not-for-profit activities without prior approval.
9. Transmitting messages or images containing defamatory, abusive, obscene, pornographic, sexually oriented, racially offensive, or otherwise biased, discriminatory, or illegal material.
10. Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords.
11. Distributing "junk" mail, such as chain letters, advertisements, or unauthorized solicitations.
12. Revealing, publicizing, using, or reproducing confidential or proprietary information regarding the District including, but not limited to, financial information, databases and/or the information contained therein, computer network access codes, staff or student information and business relationships.
13. Opening unknown e-mail attachments that may introduce computer worms or viruses. Users are to delete such e-mails without opening them.
14. Sending copies of documents in violation of copyright laws
15. Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.

Users should contact their supervisors about questionable network or e-mail usage.