



# Klawock City School District

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Jim Holien  
Superintendent

Kelli Larson  
K-12 Principal

## KLAWOCK CITY SCHOOL DISTRICT 403 (b) Acknowledgement

I understand that I, as an eligible employee of the Klawock City School District, have the opportunity to enroll in a 403(b) retirement plan.

At this time    ( ) I have enrolled in a 403 (b) plan  
                      ( ) I have chosen NOT to enroll in a 403 (b) plan

\_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
DATED:

\_\_\_\_\_  
PRINTED NAME

## KLAWOCK CITY SCHOOL DISTRICT

### STAFF ACCESS TO NETWORKED INFORMATION RESOURCES

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The district may reply upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature; therefore general rules and standards for professional behavior and communications will apply.

Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district computers or servers will be private.

The following behaviors are not permitted on district networks:

- 1) Sharing confidential information on students or employees
- 2) Sending or displaying offensive materials or pictures
- 3) Assisting a campaign or election of any person to any office or for the promotion of or opposition to any ballot proposition
- 4) Using obscene language
- 5) Harassing, insulting or attacking others
- 6) Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
- 7) Violating copyright laws
- 8) Using others' passwords
- 9) Trespassing in others' folders, documents or files
- 10) Intentionally wasting limited resources
- 11) Employing the network for personal/commercial purposes
- 12) Violating regulations prescribed by network provider
- 13) Promoting, supporting or celebrating religion or religious institutions
- 14) Allowing students to use the Internet without direct adult supervision.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account or continuing their use beyond September 30<sup>th</sup>, 2009.



## Staff Access to Networked Information Resources

With the spread of telecommunications throughout the modern workplace, the Board recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that all employees will learn to use electronic mail and telecommunications and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of telecommunications and electric mail.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally 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 expect wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

The Board directs the Superintendent to specify those behaviors which are permitted and those which are not permitted, as well as appropriate procedures to guide employee use. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of the school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that the new systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

The Network Supervisor will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.