## INTERNET ACCESS POLICY FOR STAFF

Employees of the Oxford Academy and Central School District will be issued a password and e-mail address for use on the District's internal network. The password and e-mail address will also allow the individual user to access the internet from District computers. Employees should be aware that District computer use is limited to activities supporting the educational mission of the District. With that in mind, District internet resources should not be used for:

- Leisure time activities such as personal correspondence, recreational reading, game playing, or other activities.

- District computer/internet resources should not be used for commercial activities. Online shopping or online auctions or any other purchase or sale of goods or services over the internet may not be done on District computers.

- Employees must also work to preserve the efficient operation of the District's computer resources. Accordingly, no holder of any password or e-mail account within the Oxford Academy and Central School District may load software including free-ware or share-ware not licensed to the District on any District computer resources. No peripherals such as printers or storage devices may be connected to District computer resources unless they are the property of the Oxford Academy and Central School District. No computers other than those belonging to the District may be physically connected to the District's network.

- All those prohibitions set out in Student Internet Access and Acceptable Use apply in equal measure to employees possessing passwords or e-mail accounts in the School District's computer system.

Adopted 6/5/17