

Acceptable Use/Social Networking Policy

Central Rivers AEA recognizes the value of computer and other electronic resources in support of the mission and goals of the agency and its programs. To this end, Central Rivers AEA encourages the responsible use of all computers; computer networks, including the Internet; and other electronic resources.

Central Rivers AEA employees are expected to use computers; computer networks, including the Internet; and other electronic resources in a professional and ethical manner consistent with state laws governing the behavior of agency employees and federal laws governing copyright. While technology resources are provided for the conduct of Agency business, limited personal use may occur within the established guidelines.

The Agency shall comply with the provisions of the Children's Internet Protection Act of 2001.

The Agency will monitor the usage (direct or remote) of the network (e-mail, Internet, file transfer) to ensure equitable, adequate access and compliance with Board policy and regulations. Files may be accessed by persons with system privileges. The person in whose name an account is issued is responsible at all times for its proper use.

It is the responsibility of the AEA Administration to establish guidelines on Acceptable Use. AEA Administration will publish and disseminate these guidelines to all staff and students. Reasonable efforts will be made to train staff and students on these guidelines.

Social Networking or Other External Web Sites

For purposes of this policy and web site, other than the Agency web site or Agency sanctioned web sites, are considered external websites. Employees shall not post confidential or proprietary information, including photographic images, about the Agency, its employees, students, agents or others on any external website without consent of the Chief Administrator or designee. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the Agency when on external web sites. Employees shall not use the Agency logos, images, iconography, etc. on external web sites. Employees shall not use Agency time or property on external sites that are not in direct-relation to the employee's job. Employees, students, and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want Agency administrators to know their personal information, should refrain from exposing it on the Internet. Employees should not connect with students via external websites without consent of the Chief Administrator or designee. Employees, who would like to start a social media site for Agency sanctioned activities should contact the Chief Administrator or designee.

Legal Reference:

Iowa Reference:

Iowa Code § 279.8 (1995)

Children's Internet Protection Act of 2001

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