

EMPLOYEE TECHNOLOGY AND INTERNET USE RULES

These rules accompany School District policy GBEF (Employee Acceptable Use Policy). Each employee is responsible for his/her actions and activities involving school computers and other technological devices, networks, and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the school's technology and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Superintendent's office.

Publishing Guidelines

Students and staff may produce materials for electronic publication on the school servers for educational purposes. The school administration, teachers, and staff shall monitor these materials to ensure compliance with content standards and Board policy. The content of such materials is constrained by the following restrictions:

- No personal information about a student may be published online. This includes telephone numbers and addresses.
- Parents/guardians must sign a release before a student image may be published or posted online.
- No text, image, movie, sound recording, or student work that contains pornography, profanity, obscenity, or language that offends or degrades others will be allowed.
- Content that is posted online must comply with the District's Acceptable Use Policy and the Internet Code of Conduct.

Publication of information on the District's website must also comply with the procedures pertaining to website publication, set forth below.

Employee Use of Social Networking Websites

- School District staff shall not interact with students on social networking websites, including but not limited to MySpace and Facebook.
- All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

Additional Rules for Laptops or Other Technological Devices Issued to Employees

- Employees are responsible for the proper care of laptops or other technological devices assigned to them at all times, whether on or off school property.
- Employees must submit "Request Form – Use of Technological Equipment" and receive approval prior to the removal of equipment from the building.
- If a laptop or other technological device is lost or stolen, the Employee to whom

the laptop or other technological device was issued must immediately report the loss or theft to the building principal.

- The School District's policies and rules concerning technology and Internet use apply to the use of school laptops and other technological devices at all times and places, on or off school property.
- Laptops and other technological devices must be returned in acceptable working order at the end of the term of employment or whenever requested by a district administrator. Employees are responsible for any damage to District laptops or other technological devices.

Additional Rules for Laptops or Other Technological Devices Brought to School by Employees

- Any personal electronic device is not to be connected to the school network without prior approval of the Technology Coordinator.
- The School District's policies and rules concerning technology and Internet use apply to the use of personally-owned technological devices used on school grounds or during school activities.
- Violation of policies or rules governing the use of technology may result in the device being banned from use at school. The employee may also be subject to disciplinary action for any violations of School District policies or school rules.
- The District is not responsible for the functioning, or use of, personally-owned technological devices on school grounds or at school activities.

Web Page Procedures

The following procedures apply to the District's website, including information that is published on the District's website:

- District Website
 - Material appropriate for placement on the District Website includes: District information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal, non-educationally-related information will not be allowed on the District Website per policy JRA (Access to Student Records).
 - The District Superintendent will designate a Technology Coordinator, who shall be responsible for maintaining the official District & School Website and monitoring all District & School Web activity. The Administrator will develop style and content guidelines for official District and school Web materials and develop procedure for the placement and removal of such material. All official District material originating from the district posted on the District Website must be approved through a process established by the Technology Coordinator.
 - The building administrator and Technology Coordinator will be responsible for all of the following:
 - School Web Pages/Content. The Technology Coordinator will be responsible for managing the school Website and monitoring class, teacher, student, and extracurricular Web content.

- Teacher Web Pages/Content. Teachers may establish Web content for use with class activities or that provides a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher Web content will not be considered official material, but will be developed in such a manner as to reflect well upon the district and the school.
- Hyperlinks – Any unauthorized hyperlink to a website outside the district site is a violation of this policy, subject to disciplinary action.
- Extracurricular Web Pages/Content. Extracurricular organizations may establish web content with the approval of the building principal or Athletic Director when concerning sports. Material presented on the organization Web page must relate specifically to organization activities.
- Web Content Requirements:
 - All District Internet Acceptable Use Policy provisions will govern material placed on the District Website.
 - District Web Pages shall not:
 - Contain personal contact information about students beyond that permitted by the school (or district) and parent.
 - Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a website is within the fair use exemption.
 - Material placed on the website is expected to meet academic standards of proper spelling, grammar, accuracy and timeliness of information.
 - Students may retain the copyright on the material they create that is posted on the Web. District employees may retain the copyright on material they create and post if appropriate under District policies.
 - Web content requiring student input or response such as blogs or wikis will adhere to strict procedures governed by current policy that is the responsibility of the teacher using it to oversee and enforce.
 - The Superintendent or his/her designee shall develop procedures, on a case-by-case basis, relevant to the needs of the curriculum and individual teacher. Any and all instances of use will require prior approval by the administration and the technology coordinator.

The School District reserves the right to, at any time, without advance notice to staff, monitor access, modify, remove, review and/or retrieve the subject, content and appropriateness of any and all information stored or transmitted on the school's website, hyperlinks or web page attached to these sections.

Cross Reference: GBEF— Employee Acceptable Use Policy

Employee Technology Acceptable Use Policy and Code of Conduct

THE FOLLOWING MUST BE COMPLETED BY ALL STAFF PRIOR TO ANY USE OF TECHNOLOGY RESOURCES.

- I acknowledge that I have received, read and fully understand the School District's Employee Technology Acceptable Use Policy and Code of Conduct and agree to abide to the policies set forth.
- It is clear to me that use of the District's electronic devices and network services are designed for educational purposes only.
- I agree to immediately report any misuse of the District's technology resources to the principal of the school where the infraction occurred.
- I understand that my violation of the School District Employee Technology Acceptable Use Policy and Code of Conduct may result in disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
- I am responsible for any and all information that I am posting on the District's website sections and to ensure information accuracy, relevance and timeliness.
- That District administrators and staff have the right to review any material stored on District computers. Any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable will be blocked and reported to the proper authorities. I hereby waive any right of privacy which I may otherwise have to such material;
- That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources;
- That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted;
- That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources;
- The School District will not be financially responsible for costs incurred as a result of Internet use; and,
- That the use of the District network(s), including access to public networks, is a privilege,

I hereby release, indemnify and hold harmless the School District, its staff and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of or inability to use the District's technology resources, specifically the District's website sections.

To gain access to the network and/or Internet, all individuals, including students, must have a signed Acceptable Computer/Internet Use form on file with the School District.

- I certify that the information contained in this form is true and accurate.

Staff Signature: _____ Date: _____

Staff Name: _____ Date: _____

(please print)

NOTE: This policy applies to all employees, volunteers, substitutes, student teachers, interns, contractors, and any other person, who is provided with email, network or Internet access by the School District.

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