

***Community High School District #155***  
**Acceptable Use Policy for Staff 2020-2021**

<p><b>By using the District's technological resources, you are agreeing to adhere to these acceptable use guidelines.</b></p>
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**Technology Use Guidelines for School Board Members, Staff and Volunteers**

District 155 has made a significant commitment to technology and provides these resources to its students, staff, School Board members and volunteers for educational and other appropriate professional activities. The goal in providing these resources is to develop thoughtful and responsible users of technology by promoting educational excellence and fostering high quality personal learning. District 155 firmly believes that technology resources, including the use of the Internet, are of great importance in today's environment. At the same time, School District 155 recognizes the need to develop guidelines in relation to the use of these resources.

To this end, the following acceptable practice guidelines have been developed to protect District 155's investment in technology. Since access to the technology resources of School District 155 is a privilege and not an entitlement or right, these guidelines are provided so that users are aware of their responsibilities.

**Definition of District Technology Resources:**

The information systems and technology resources covered by these regulations include all of the District's computer systems, software, access to the Internet, and networks. The systems and networks include all of the computer hardware and peripheral equipment, system software, application software, stored text, and data files (whether stored on-premise or off-site). This includes electronic mail and messaging, local and externally accessed databases, Internet-based resources, removable media, digital images, digitized information, communications technologies, audio and video captures, and new technologies as they become available. The District reserves the right to monitor all technology resource activity, this includes any personal equipment you bring into the district that accesses the District's technology resources.

**Authorized Use:**

- Authorized use of the School District's technology and the Internet shall be governed by administrative procedures developed by the Superintendent and the Board of Education.
- By using the District's technological resources, you are agreeing to adhere to these acceptable use guidelines.
- The District's Technology Resources are a part of the District 155 curriculum and have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material users access and post through its technological resources. Users of these resources are expected to follow the general

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use policy, any rules found in school board policy, District or school handbooks and all applicable local, state, federal and international laws.

#### **No Expectation of Privacy:**

All technological resources, along with associated network and management devices, are owned in their entirety by Community High School District 155. All information, correspondence and communication contained in the files that reside on District 155's technological resources are owned by District 155. Therefore:

- Users waive their right to privacy with respect to their files and communications and consent to access and disclosure of them by authorized District personnel and those external personnel designated by the Superintendent. Authorized district personnel shall be identified by the Board or Superintendent and shall include, but not be limited to, the Superintendent, Assistant Superintendents, Principals and Assistant Principals. Technical Support Personnel will have access to files while performing their roles.
- The District may monitor and inspect any activity or use of technology associated with its technology resources (even if accessed or generated via a user's personal device), and it may do so without notice.

#### **Staff, School Board & Volunteer Responsibilities:**

- Each building is responsible for explaining and providing instruction on Internet safety and guidelines for technology and Internet use to students and is also responsible for monitoring student access to these resources. Teachers shall evaluate the appropriateness and safety of Internet sites before using them with students.
- Individual users are responsible for their use of the network and are expected to use professional discretion when using the District's technological resources.
- Passwords are to be used exclusively by the authorized owner of the password and should never be shared with others. Any access under an individual's password will make that individual responsible for any transmission using the password.
- Access to certain information and files may be restricted. Users who are provided access to such restricted information and files shall exercise the utmost care to prevent unauthorized persons from gaining access to such information and files. Such users must make all attempts to maintain the confidentiality of such information.
- Users shall not modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Users shall not represent themselves as someone else while on the network.
- Users shall not make any attempt to bypass or otherwise manipulate security or system access controls. This includes attempts to bypass internet content filters.
- Users shall not make any attempt to impede the use of the District's technology resources by themselves or others.

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- Users shall not make any attempt to use the District's technology resources for illegal activities or activities that reflect negatively on the District (e.g., drugs, gambling, pornography, grooming, hacking).
- E-mail and other accounts are provided to each staff member of School District 155. When you are no longer employed by District 155, your accounts may be deactivated or deleted. All systems that enable communication and collaboration are not to be considered private or personal. Therefore, it is a wise practice to not to record or otherwise communicate anything in these systems that would not be acceptable for the whole world to know. Additionally, the contents of any communication on a District device or account may be subject to the Freedom of Information Act. Furthermore, the District will abide and cooperate with any legal requests for access to information by the proper authorities.
- Requests for personal information on students from anyone other than the legal guardian should not be honored via email.
- Requests for personal information on staff members should not be honored via email.
- Since e-mail access is provided for school business related use, the forwarding of messages that have no educational value or professional purpose is discouraged.
- Subscriptions to Internet-based groups and listservs must be limited to professional activities.
- Attachments to e-mail messages should include data files only. At no time should program files (typically labeled ".exe" files) be attached or saved due to software licensing requirements.
- No resources or access provided by the District may be used for commercial gain.
- Users are responsible to inform professional staff of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of any copyright violations, and any other inappropriate issues involving the use of hardware or access.
- At times, in order to return a computer to working order, it may be necessary to reformat the computer's hard drive. This would cause all data to be lost. Therefore, users should make every effort to store information on the district's cloud-based resources (such as Google Drive) as opposed to on a local computer drive (such as a "C" drive or computer desktop).
- Users are personally responsible for making backups of any data files that may have been stored on a local hard drive.

#### **Mandated Reporting:**

- Any employee who discovers child pornography on electronic and information technology equipment shall immediately report it to the school resource officer, a building administrator, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com).

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### **Software & Hardware Use & Installation:**

- Only authorized Technical Support Personnel and their designees are permitted to install software and/or hardware on District technological resources.
- Users may not connect their own personal property to the District's resources without prior approval of Technical Support Personnel.
- Users may not install their own personal software on the District's resources.
- Users must not download or use any software from the Internet for which a fee or license agreement is required without the approval of the Technical Support Personnel.
- Only the Technical Support Personnel, or their designees, are responsible for installing District purchased and approved software. It is the policy of District 155 to abide by all software licensing agreements. As such, any data destruction by users must be done in compliance with federal and state laws.
- Access to student data is tied to a user's role and system account(s). Users must comply with FERPA and other requirements and have the responsibility to protect student information from unauthorized access.
- Access to personal employee information is tied to a user's role and system account(s). Users must comply with HIPAA and other requirements (to the extent applicable) and have the responsibility to protect employee information from unauthorized access.

### **Copyright Issues:**

- Users must abide by all copyright laws and respect the rights of copyright owners. Copyright infringement occurs, for example, when a user inappropriately reproduces, performs or displays a work that is protected by a copyright. Note this is not an exhaustive list.
- Under the "fair use" doctrine, unauthorized reproduction or use of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. All users must follow the "Fair Use" guidelines when using information gained from the Internet. (Refer to: <https://www.copyright.gov/fair-use/more-info.html> for Fair Use Guidelines.)
- Users shall not plagiarize. This also applies to works that are found on the internet or through other electronic resources. Plagiarism is presenting the ideas or writings of others as one's own. It is important for users of technology to cite sources used in papers and presentations both from an ethical and legal standpoint.

### **Publishing on the Web:**

- Staff members publishing information on the Internet using the District's technology resources are, in effect, publishing such information on behalf of the District. Consequently, when publishing information on the Internet using the District's technology resources, users must: maintain a professional presence; ensure that the posting does not violate copyright or trademark protections or other laws; and adhere to the District's branding standards. The District reserves the right to remove any Internet posting made using its technology resources.

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#### **Electronic Communications with Students:**

- When communicating electronically with students, users are expected to maintain professional boundaries at all times and in all situations. In order to protect users and students, electronic communication with students must only occur through the use of approved communication platforms and district-provided user accounts. These platforms include: Skyward; Google Mail; Google Drive; Google Hangouts, Google Classroom; Zoom; Canvas; and Remind.
- Users will refrain from “friending”, “linking”, or otherwise connecting with students on social media platforms.
- Users will refrain from contacting students directly via phone call, text, messaging “apps”, or other communication platforms that are not listed above.
- It is recognized that situations sometimes occur in which urgent electronic communications must be made for the sake of student safety, and users may be forced to use a communication platform or method not listed above (such as texting). When these infrequent situations occur, users may use a non-approved platform; however, in each such instance, a building or district administrator must be included (or cc’d) in the communication. It is important to note that such communications should be one-way (from user to student). They should be limited to critical educational or safety information that is to be conveyed and should not constitute a running dialogue of any sort. Users making such communication should not do so unless the communication could be displayed or otherwise accessed in public.

#### **District Responsibility**

- Although it is the District's goal to develop responsible users of technology, it must be understood that making network and Internet access available, even with the use of an Internet filtering service, carries with it the potential that network users will encounter sources that may be considered controversial or inappropriate. Because of this, the District is not liable or responsible for the accuracy or suitability of any information that is retrieved through technology. Additionally, because no technology is guaranteed to be error-free or totally dependable, the District is not responsible for any information that may be lost, damaged or unavailable due to technical difficulties.
- Again, it is important to remember that the use of District technology is a privilege and not a right. Because of this, the District has the right to determine consequences for the abuse and/or misuse of its technological resources or properties.

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I hereby acknowledge that I have read and agree to adhere to these acceptable use guidelines. I further understand that, should I commit any violation, my access privileges may be revoked, and disciplinary action and/or legal action may be taken against me.

**Printed Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_