



LITTLE SILVER PUBLIC SCHOOLS

ACCEPTABLE USE POLICY SIGN-OFF AGREEMENT FORM STAFF

Staff members are responsible for good behavior on computer network(s)/computers. Communications on the computer network(s)/computers are often public in nature. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer network(s)/computers are responsible for their behavior and communications over the computer network(s)/computers.

In addition, staff members are advised to be concerned and aware of their conduct on social networking sites. Inappropriate conduct may include, but is not limited to, communications and/or publications using emails, text-messaging, social networking sites or any other form of electronic communication that is directed and/or available to pupils or for public display or publication. The Policy of this district is to maintain a level of professionalism both during and after the school day.

It is presumed that users will comply with district standards. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer network(s)/computers or social networking sites who violate the policies and regulations of the Board.

The Board retains the right to restrict or terminate teaching staff member's access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Superintendent or designee monitor network activity, in any form necessary, to maintain the integrity of the network(s) and ensure its proper use.

Every user of the Little Silver Public School District's computers and electronic communication systems, and/or district-owned software will comply with the following standards:

- All computers and electronic communications systems and all information transmitted by and received from or stored on any district electronic systems are the property of the school district and there is no expectation of privacy in connection with the use of such computers and electronic systems.
- The following will not be permitted when using computers and electronic communications systems: sending or displaying offensive messages or pictures, using obscene language, and/or harassing, insulting, or attacking others.
- Staff will be responsible for protecting password information that is either designated for them by the district or that they create for the purposes of accessing such information systems.
- Staff will not attempt to gain access to another's electronic property or to the district's electronic property and will not use another's password.
- Staff will not use the computers and electronic communications systems to disrupt the functions of the district's equipment and/or network, including any attempt to distribute viruses or other programs that would disrupt, damage, or destroy computers and electronic communications systems.

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- All software will be used in accordance with the license agreements and staff will not make any unauthorized copies of any software. Staff will not place any software on any district electronic equipment that is not authorized by the district for such placement including downloaded freeware, shareware, and other internet-related software without permission of the administration and technology department.
- The computers and electronic communications systems will not be used for commercial purposes. No solicitations on behalf of groups, organizations, etc. that are not related to the district will be allowed.
- Teaching staff will be responsible for reporting any damage done to their technology equipment or that of their students within two (2) days of the initial damage via SchoolDude.

In the event the Board of Education provides a technology device to a staff member, the staff member shall be required to sign an agreement with the Board of Education requiring the staff member to comply with certain provisions. These provisions may include, but are not limited to:

- A technology device provided to a staff member shall be used for the sole and express purpose of conducting official school district business;
- Use of all such devices is subject to the school district's acceptable use of technology policies and any other Board policies regarding appropriate and acceptable conduct by a staff member;
- All technology devices are considered the personal property of the Board of Education and shall be returned upon termination of employment with the school district or immediately upon request by the Superintendent of Schools or designee;
- Technology devices provided by the school district to staff members may include the school district's software image and pre-loaded software for specific tasks. The installation of other software images or software on such technology devices may only be done by school district authorized staff members;
- Staff members that are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices while in-district or while being used off premises (i.e. at home) for planning purposes. These appropriate measures and precautions for school district provided technology devices to staff members shall include, but are not limited to, the following:
 - Keep the technology device in a secured environment when not being used;
 - Do not leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;
 - Keep food and drinks away from all technology devices and work areas;
 - Prohibit the use of any technology device by any other person except as authorized by the Superintendent or designee;
- Should the staff member have reason to believe the technology device may have been stolen, the staff member must:
 - Immediately report the incident to his/her immediate supervisor;
 - File an official police report documenting the theft; and
 - Provide a copy of the police report to his/her immediate supervisor.
 - A staff member must contact the district designated staff member in the event the technology device is not functioning properly or for repairs, or required maintenance within two (2) days via SchoolDude. Potential hacking or malware problems should be reported immediately to the Technology Department.

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- The Board of Education is under no legal, financial, or other obligation to provide a replacement technology device to any employee whose device is lost, stolen, or damaged;
- Any technology device provided to a staff member is the property of the Board of Education. As such, the staff member shall have no expectation of privacy in the use of such device. The technology device may have security settings, monitoring or auditing software, tracking technology, and any other software that could monitor the use of the technology device;
- If a staff member fails to adhere to these procedures, the staff member will be held legally and financially responsible for the replacement of such technology device. A staff member may be financially responsible for the loss or damage of a technology device;

When using personal social networking sites, school staff members:

- Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
- Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
- May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
- Shall not use social networking sites to post any materials of a sexually graphic nature;
- Shall not use social networking sites to post any materials which promote violence;
- Shall not use social networking sites which would be detrimental to the mission and function of the district;
- Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
- Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
- Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

- Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities.
- Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts
- Using the computer network(s) in a manner that:
 - Intentionally disrupts network traffic or crashes the network;
 - Degrades or disrupts equipment or system performance;

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- Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
- Steals data or other intellectual property;
- Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
- Gains or seeks unauthorized access to resources or entities;
- Forges electronic mail messages or uses an account owned by others;
- Invades privacy of others;
- Posts anonymous messages;
- Possesses any data which is a violation of this policy; and/or
- Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 3150, Discipline which includes but are not limited to:

- Use of the network(s)/computers only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges;
- Revocation of computer privileges;
- Suspension;
- Dismissal;
- Legal action and prosecution by the authorities; and/or
- Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

By signing this document I acknowledge that I have reviewed applicable Policy & Reg. 3321: Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members or Policy & Reg. 4321: Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members; Policy 3282: Use of Social Networking Sites or 4282: Use of Social Networking sites and Policy 7522: School District Provided Technology Devices to Staff Members.

I agree to comply with the policies and regulations.

Employee's Name (please print) _____

Employee's Signature _____

Date _____