

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 TECHNOLOGY RESOURCES AND ACCEPTABLE USE

CODE: 815

Technology resources include telecommunications systems, computer networks (the Greensburg Salem School District Network), Internet access, email, Cloud storage, online hosted services, computer hardware, and software. The following serves as a policy of the Greensburg Salem School District regarding the use and monitoring of the District's technology resources. This policy is applicable both to internal Greensburg Salem School District Network use as well as external communications. This policy will serve as a guide for acceptable use of District technology resources as well as an Internet Safety Policy (ISP). As a public school entity receiving federal funds, this Policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC). To comply with FCC regulations, the District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. This policy may be revised or amended subject to School Board approval.

PRIVILEGE/NOT A RIGHT

1. The Greensburg Salem School District establishes that use of technology resources is a privilege, and not a right. Inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/or appropriate disciplinary action.
2. Greensburg Salem School District's technology resources are not a public forum.

ACCEPTABLE USE GUIDELINES AND REQUIREMENTS

1. Technology resources will be used to support the functions of the Greensburg Salem School District, its curriculum, the educational community, projects between schools, and communication and research for School District administrators, teachers and students.
2. Technology resources will not be used for illegal activity, transmitting offensive materials, hate mail, and discriminatory remarks or obtaining, transmitting or otherwise communicating indecent, profane, obscene or pornographic material, as well as material harmful to minors.

3. Technology resources will not be used for profit purposes, lobbying or advertising on behalf of any individual or employee of Greensburg Salem School District without the express written consent of the Greensburg Salem School District.
4. Technology resources will not be used for any political purpose including but not limited to the promotion of any candidate for office, political party affiliation, political views or fundraisers.
5. Use of technology resources for entertainment purposes is strictly prohibited. To minimize unnecessary bandwidth use: computers, the network and the Internet should not be used for playing or distributing games, downloading music, making travel arrangements nor for similar non-work related and non-educational purposes.
6. Use of technology resources for fraudulent or illegal copying, communication, taking or modification of material or any other activity in violation of copyright or other laws is prohibited and will be referred to the proper authorities.
7. Networks shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
8. Network accounts are to be used only by the authorized owner of the account only for purposes acceptable within this policy.
9. In order to maintain a high level of security on the Local Area Network (LAN), all network users must update their passwords at least every thirty (30) days. Passwords must be at least eight characters in length and include alpha, numeric and special characters.
10. Email user accounts may be provided for students in grades 6-12, District staff, contracted staff and officials only. Students in grades K-5 may receive email accounts under special circumstances for communication within advanced coursework provided parent and school principal permission is obtained. The use of unauthorized "web-based" email accounts (such as Hotmail) by anyone through Internet access is prohibited. Unauthorized student users shall not use email or access personal email without receiving permission from an administrator.
11. All email messages sent and received using District issued accounts shall be archived for one year. The District has the right to view email messages and/or

- use specialized scanning software to review email messages. No right to privacy is implied or should be assumed.
12. Email communications that violates this or any other District policy may result in disciplinary action or reporting to the proper authorities in the event the message may violate local, state, or federal law.
 13. Students cannot use email accounts to send mass email messages or chain email messages. All student email messages should be regarding specific coursework, school project, school related activity or appropriate communication with teachers or administrators and not exceed a distribution greater than thirty (30) recipients.
 14. Diligent effort must be made to delete mail daily from personal mail directories to avoid unnecessary use of server disk space.
 15. The unauthorized disclosure, use or dissemination of personal information regarding yourself, others and minors is prohibited.
 16. The use of software or network resources to “broadcast” messages is prohibited with the exception of network administrators.
 17. Accessing chat rooms are strictly prohibited with exception of teacher facilitated and monitored classroom activities.
 18. As minors, student safety is always a priority. When communicating over the Internet, personal information such as your real name, address, phone number or social security number should never be provided.
 19. Diligent effort must be made by individual users to periodically delete obsolete files from their own network file server directory provided through their user name.
 20. Hacking is strictly prohibited. Users shall not intentionally seek information, obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent other users in the network. Users shall likewise not attempt to access areas or resources on the network that the network systems administrator has not directly given them access to.
 21. Uploading, downloading, installation, or use of unauthorized games, programs, files or other electronic media is prohibited.

22. Users are not permitted to store executable (*.exe) within emails or user network directories in order to maintain a high level of anti-virus protection.
23. The illegal use of copyrighted software is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.
24. Impersonation of another user, anonymity and pseudonyms is prohibited.
25. Cyber bullying is strictly prohibited. Cyber bullying is the use of technology to create, post, send or transmit text, pictures, audio or video by an individual or group that is intended to deliberately harm others emotionally, socially or physically.

MONITORING NOTIFICATION

1. There is no expectation of privacy for a user of Greensburg Salem School District's technology resources, including Internet access, email and other Internet-based communication tools.
2. User shall have no expectation of privacy in anything created, stored, sent or received on a school computer or through the District network.
3. Greensburg Salem School District retains the right to randomly or specifically monitor without prior notice any person's use to ensure that the technology resources are being used properly, to ensure that they are used in compliance with CIPA or to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the technology resources. This monitoring includes access in files and communications.
4. All communication systems, communications and stored information whether created, transmitted, received, or contained using the District's information systems are the District's property and are to be used solely for school or job-related purposes.
5. The Internet, District networks and email are not guaranteed to be private. People who operate the systems do have access to all email and files. Messages relating to, or in support of, illegal activities may be reported to the authorities when appropriate.
6. The Greensburg Salem School District, at its discretion, reserves the right to log Internet use in terms of time and content and to monitor file server disk space utilization by users.

7. From time to time, the Greensburg Salem School District will make determination on whether specific uses of the Internet and network are consistent with this policy and notify users of the same.

SAFETY AND SECURITY

1. Security on any computer system is a high priority because there are so many users. If any network user identifies a security problem, he/she must notify the system administrator or a teacher at once without discussing it or showing it to another user.
2. Any user who receives threatening or unwelcome communications shall report such immediately to a teacher or administration.
3. Any school computer or server utilized by a student or staff member shall be equipped with a technology protection measure that blocks or filters Internet access to materials that are obscene, child pornographic, or harmful to minors (as those terms are from time to time defined by CIPA).
4. Internet safety measures shall effectively address the following:
 - A. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
 - B. Safety and security of minors when using electronic mail, and other forms of direct electronic communications.
 - C. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
 - D. Unauthorized disclosure, use and dissemination of personal information regarding minors.
 - E. Restriction of minors' access to materials harmful to them.
5. The technology protection measure (filtering software) may be disabled by a member of the technology department for "bonafide" research purposes to be undertaken by an adult, provided the adult is not a secondary student.
6. A member of the technology department may override the technology protection measure (filtering software) for a student to access a site with legitimate educational value that is blocked by the technology protection

measure, provided access is not given to any obscene, child pornographic or other material harmful to minors.

7. Users cannot attempt to bypass safety measures and filters that are in place. Bypassing these safety measures may result in the loss of access privileges or other disciplinary action.

VIOLATIONS, LIMITATION OF LIABILITY AND ACKNOWLEDGEMENT

1. The user shall be responsible for any and all damages to the Greensburg Salem School District's equipment, systems, and software resulting from deliberate or willful acts and/or negligent acts.
2. Failure to follow the procedures listed above by students of the Greensburg Salem School District may result in suspension or loss of the right to access the Internet, to use the Greensburg Salem School District's computer technology, and be subject to other disciplinary actions including but not limited to, expulsion.
3. Violations of this policy and procedures by employees of the Greensburg Salem School District may result in suspension or loss of the right to access the Internet, to use the Greensburg Salem School District's computer technology, and be subject to discipline including, but not limited to, dismissal.
4. The following conduct may be reported to the appropriate legal authorities for prosecution: illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services.

DISCLAIMER

1. The electronic information available to students and staff does not imply endorsement by the District of the content, nor does it imply the District guarantees the accuracy of information received.
2. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the technology resources or for any information that is received via the Internet.
3. The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
4. In no event shall the Greensburg Salem School District be liable for any damage, whether direct or indirect, special or consequential, arising out of the

use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the Internet and District technology resources.

5. The Greensburg Salem School District may terminate the availability of the Internet and network accessibility at its sole discretion.

USER AGREEMENT

1. All students who wish to use the technology resources and the Internet must sign an acknowledgment of receipt and agreement with this policy. Student and parent/guardian signatures in the student handbook indicate both the student and parent(s)/guardian(s) agree to abide by the rules set forth by this policy and the acceptable use of technical resources through Greensburg Salem School District. Handbook parent/guardian and student signatures will be maintained in the office suite of each individual building and/or homeroom teacher.
2. Employees, interns, student teachers, or outsourced service employees wishing to use District technology resources and the Internet must sign an "Acceptable Use of Technology" agreement form, which will be kept on file in the Administration Building Human Resource Office. Copies of this policy can be found in the employee handbook.

CIPA COMPLIANCE STATEMENT

1. Pursuant to this policy, the School Board has established that any information that is obscene, child pornographic or harmful to minors, all is defined by the Child Internet Protections Act (CIPA), is inappropriate for access by minors.
2. The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the District's computers are being used for purposes prohibited by law or this policy. The procedure may include but not be limited to:
 - A. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornographic, harmful to minors with respect to use by minors, or determined by the Board or Administration to be inappropriate for use at school or work.
 - B. Maintaining and securing usage logs.

C. Monitoring online activities.

Board Policy 815 incorporates, thereby replaces/eliminates old Board Policy 400.35 Computer Policy and incorporates/renumbers old Board Policy 400.36 Technology Resources and Acceptable Use Policy

References:

Pennsylvania School Code – 24 P.S. Section 1303.1-A

Pennsylvania Crimes Code – 18 PA C.S.A. Sections 5903, 6312

State Board of Education Regulations – 22 PA Code Section 403.1

Child Internet Protection Act – 24 P.S. Section 4601 et seq.

The Consolidated Appropriates Act - P.L. 105-554 Sections 1711, 1721, 1732

Rental of Software - P.L. 101-650,

Federal Copyright Law (1976) - P.L. 94-553 Section 107

Enhancing Education Through Technology Act of 12001 – 20 U.S.C. Section 6777

Federal Communication Act – Internet Safety 47 U.S.C. Section 254

United States Copyright Law 17 U.S.C. Section 101 et seq.

Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations
– 47 CFR Section 54.520

Title XVII, Children’s Internet Protection Act

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Section 2256

Board Policy – 103, 104, 220, 233, 317, 348, 815.1

Policy Adopted: June 25, 2008

Revised: August 10, 2011

Revised: Retroactive to June 27, 2012

Revised: May 20, 2015

Revised: May 25, 2016

GREENSBURG SALEM SCHOOL DISTRICT

**ADMINISTRATIVE GUIDELINES FOR POLICY 815
TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES
STUDENT**

This is your Agreement with the Greensburg Salem School District regarding Technology Resources and Acceptable Use Guidelines including the Internet. You should read this page carefully.

STUDENT: I understand that Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines are provided for educational purposes only. By logging on to the Greensburg Salem School District's network, I am acknowledging that I have received a copy of the Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines Policy 400.36.1 and that I have familiarized myself with its contents. The Technology Resources and Acceptable Use Guidelines Policy 400.36.1 are considered part of this Agreement. I agree that I will use these resources, the Internet and email only for educational purposes, and I will not misuse it by accessing areas that are explicitly non-educational. Misuse can come in many forms, including, but not limited to, such actions as pornography, racism, sexism, illegal solicitation or other illegal actions, inappropriate and vulgar language, destruction of equipment, unauthorized access to files, disclosure of personal information, hacking, as well as any other use that in the opinion of the District does not further an educational purpose. I understand that if I have any question as to whether a particular use of technology resources or the Internet is inappropriate, I should consult with the appropriate representative of the District before proceeding with the questionable use. I understand that I am solely responsible for my conduct and the appropriate use of the Internet, email, Technology Resources and Acceptable Use Guidelines.

I have been informed by the District and understand that the District, in its discretion, may use software or other devices to block out unacceptable Internet sites and that under no circumstances will I attempt to bypass this protection measure. The District, in its discretion, may also monitor my use of the Internet and email in terms of both time and subject matter. I fully understand that this is not a representation or guarantee by the District that all unacceptable sites will be eliminated. I understand that the use of such methods by the District will in no way relieve me of my responsibility as set forth in this Agreement and Policy 400.36.1 and that I am responsible for my own conduct and will not misuse the Internet, email, or other technology resources. I also recognize the seriousness of cyber bullying and realize that I am responsible for my actions both in and out of school that may affect the school climate, educational process, or health and welfare of other students or staff.

I understand and will abide by the provisions of this contract. I further understand that the use of the Internet is a privilege, and that any inappropriate use of the Internet, email, or technology resources or violation of the rules and regulations for the use of the Internet may result in disciplinary action in accordance with the District's Disciplinary Code, the revoking of my access privileges and/or user's account, and any other appropriate actions, including legal actions, that the District deems advisable. I will not hold the Greensburg Salem School District responsible for or legally liable for materials distributed from or acquired through the Internet. I also agree to report any misuse of the Internet, email, or technology resources to my teacher, the building principal, or the Coordinator of Technology. With my signature and/or the signature of my parent/guardian on the Student/Parent Handbook sign-off sheet, I acknowledge that I have read Policy 815 and that I am responsible to adhere to the contents of Policy 815.

GREENSBURG SALEM SCHOOL DISTRICT

**ADMINISTRATIVE GUIDELINES FOR POLICY 815
TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES
AND REQUIRED SIGNATURES
EMPLOYEE**

This is your Agreement with the Greensburg Salem School District regarding Technology Resources and Acceptable Use Guidelines, including the Internet. You should read this page carefully.

EMPLOYEE: I understand that Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines are provided for educational purposes only. By logging on to the GSSD network, I am acknowledging that I have received a copy of the Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines Policy 815 and that I have familiarized myself with its contents. The Technology Resources and Acceptable Use Guidelines Policy 815 are considered part of this Agreement. I agree that I will use these Resources, the Internet and email only for educational purposes, and I will not misuse it by accessing areas that are explicitly non-educational. Misuse can come in many forms, including, but not limited to, such actions as pornography, racism, sexism, illegal solicitation or other illegal actions, inappropriate and vulgar language, destruction of equipment, unauthorized access to files, disclosure of personal information, hacking, as well as any other use that in the opinion of the District does not further an educational purpose. I understand that if I have any question as to whether a particular use of Technology Resources or the Internet is inappropriate, I should consult with the appropriate representative of the District before proceeding with the questionable use. I understand that I am solely responsible for my conduct and the appropriate use of the Internet and Technology Resources and Acceptable Use Guidelines.

I have been informed by the District and understand that the District, in its discretion, may use software or other devices to block out unacceptable Internet sites and that under no circumstances will I attempt to bypass this protection measure. The District, in its discretion, may also monitor my use of the Internet and email in terms of both time and subject matter. I fully understand that this is not a representation or guarantee by the District that all unacceptable sites will be eliminated. I understand that the use of such methods by the District will in no way relieve me of my responsibility as set forth in this Agreement and Policy 400.36.1 and that I am responsible for my own conduct and will not misuse the Internet, email, or technology resources. I also recognize the seriousness of cyber harassment and realize that I am responsible for my actions both in and out of school that may affect the school climate, educational process, or health and welfare of students or staff.

GREENSBURG SALEM SCHOOL DISTRICT

**ADMINISTRATIVE GUIDELINES FOR POLICY 815
TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES
AND REQUIRED SIGNATURES**

Adopted: June 25, 2008
Revised: August 10, 2011
Revised: Retroactive to June 27, 2012
Revised: May 20, 2015
Revised: May 25, 2016

I understand and will abide by the provisions of this contract. I further understand that the use of the Internet is a privilege, and that any inappropriate use of the Internet, technology resources or violation of the rules and regulations for the use of the Internet may result in disciplinary action in accordance with the District's Disciplinary Code, the revoking of my access privileges and/or user's account, and any other appropriate actions, including legal actions, that the District deems advisable. I will not hold the Greensburg Salem School District responsible for or legally liable for materials distributed from or acquired through the Internet. I also agree to report any misuse of the Internet to an Administrator.

I accept full responsibility for my use of the Internet account either in or out of the Greensburg Salem School District setting. This form shall be used by all non-student access requests.

CHECK ALL THAT APPLY: **Network** **Email** **CSIU**

Employee's Name (print) _____ Date _____

Employee's Signature _____

School Name _____ Position _____

This section for student teachers and interns only

I am a student teacher or intern at Greensburg Salem School District

Supervising Teacher: _____
Print Name Signature

College/University: _____

Start Date: _____ End Date: _____

Human Resources Office _____ Date _____

(This signature form is to be maintained in the administration building's Human Resources Department)

TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815

Adopted: June 25, 2008
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GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES BLOGS, WIKI'S, ELECTRONIC BULLETIN BOARDS AND SIMILAR WEB TOOLS

Greensburg Salem School District recognizes the benefits of using Internet based applications to assist students and teachers to communicate with each other for educational purposes as an extension of classroom activities and professional development. For the student, blogs, wiki's, electronic bulletin boards and similar tools, provide an opportunity to provide commentary regarding a topic or unit of study that is engaging. Posts may combine text, pictures, video and audio attachments. For the teacher these tools provide an opportunity to acquire a high level of student participation in addition to teacher-to-student feedback. Teachers may also utilize these tools to enhance professional practice and communicate with other teachers through individual reflection and by providing appropriate feedback to other educators. The following guidelines are designed to provide teachers and students with a basic understanding of what is considered to be acceptable for posting.

STUDENT GUIDELINES

- Sites that represent the Greensburg Salem School District or its schools must meet the guidelines of the Greensburg Salem School District Acceptable Use Policy.
- All posts and discussions must be for educational purposes only and must relate to goals as established within the course curriculum.
- Comments are not to be personal in nature. Comments should contribute to the educational topic being discussed.
- All student posts must be setup using a method that requires approval of the posted contents by the teacher prior to becoming "live" and viewable over the Internet.
- Teachers will report any student misuse of technology or violations of the Greensburg Salem School District Acceptable Use Policy to their Principal.
- While pseudo names are not acceptable, students should not use full given name either. First and last name initials only (ex. John Doe would use J.D.) or

your first name and last initial (ex. John D.) will allow others to know who you are, but not provide personal information beyond the context of the classroom.

- Any personal identifiable information including personal web page URL's, social security numbers, email addresses, pager numbers, phone numbers, student identification numbers, driver's license numbers, credit card numbers, birth dates, street addresses, location, school name, city or any other personally identifiable information should not be shared electronically.
- Pictures, video or audio of individuals that could be hurtful or demeaning are not permitted.
- If wording is causing concern, err on the side of caution and don't post comment or reword comment to spare offending others.
- Anything that could be offensive to others including language that may be offensive to others should not be posted. In addition, posts must not contain profanity, obscene comments, sexually explicit material, nor expressions of bigotry, racism, hate, or hyperlinks to sites containing any of the language or material listed above.
- Greensburg Salem School District considers these communication tools to be a beneficial educational activity when used properly. As such, students are to use correct English grammar and spelling, avoid the use of slang, and avoid the use of symbols.

TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815

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GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES BLOGS, WIKI'S, ELECTRONIC BULLETIN BOARDS AND SIMILAR WEB TOOLS

EMPLOYEE GUIDELINES

- Greensburg Salem School District considers these communication tools to be a beneficial educational activity and professional growth activity when used properly. As such, employees are to use correct English grammar and spelling, avoid the use of slang, and avoid the use of symbols.
- Employees posting comments should always maintain professionalism both in and out of school, even if posts are unrelated to school or the Greensburg Salem School District.
- Employees should report any misuse of technology or violations of the Greensburg Salem School District Acceptable Use Policy to their immediate supervisor.
- Sites that represent the Greensburg Salem School District or its schools must meet the guidelines of the Greensburg Salem School District Acceptable Use Policy.
- All posts and discussions must be for educational purposes only and must relate to goals as established within the course curriculum.
- Comments are not to be personal in nature. Comments should contribute to the educational topic being discussed.
- If wording is causing concern, err on the side of caution and don't post comment or reword comment to spare offending others.
- While pseudo names are not acceptable, full given name should not be used either. Employees should use their title in combination with their initials (ex. Teacher John Doe would be Mr. J.D.)

- Any personal identifiable information including personal web page URL's, social security numbers, email addresses, pager numbers, phone numbers, student identification numbers, driver's license numbers, credit card numbers, birth dates, street addresses, location, school name, city or any other personally identifiable information should not be posted.
- Pictures, video or audio of individuals that could be hurtful or demeaning are not permitted.
- Anything that could be offensive to others including language that may be offensive to others should not be posted. In addition, posts must not contain profanity, obscene comments, sexually explicit material, nor expressions of bigotry, racism, hate, or hyperlinks to sites containing any of the language or material listed above.

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GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES ACCEPTABLE USE POLICY FOR STUDENT EMAIL

It is the policy of Greensburg Salem School District that student email will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of email privileges for the user or other appropriate disciplinary action. Users of the district email service are responsible for their use of email. The use of email must be in support of education and research and must be consistent with Greensburg Salem School District's policies. The use of email for any illegal, commercial, or political activities is prohibited.

Students email users must adhere to the following:

- Use appropriate language
- Be polite
- Only send information that others would not find offensive
- Never write anything that you would not be appropriate to say in person
- Never write or send emails when under emotional distress or angry
- Never reveal personal information about any user
- Never use email as a means for bullying or intimidating others
- Never allow others to use the students email account
- Never send an email to more than 30 recipients at one time

Responsible student email users must be aware that:

- Use of email is a privilege, not a right
- Email is not guaranteed to be private
- Email messages received and sent are archived for one year even if the email is deleted by the user
- Violation of this policy will result in the possible loss of email privileges and/or other appropriate disciplinary action
- Persons issued an account are responsible for its use at all times

TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815

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GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES ACCEPTABLE USE POLICY FOR TEACHER AND PARENT EMAIL COMMUNICATION

The Greensburg Salem School District recognizes that email is a valuable communication tool that is widely used across our society. Staff members are provided with district email accounts to improve the efficiency and effectiveness of communication both within the organization and with the broader community.

GENERAL EMAIL GUIDELINES FOR PARENT COMMUNICATION

Staff using email to correspond with parents must adhere to the following:

- Staff must use a school provided email account for all parent electronic mail communications.
- Email must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone.
- Email messages to parents should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.
- Emails should be short and directional in nature and only include facts.
- Care should be given when using student's names. Refer to the students by first name, initials or "your son/daughter" depending on the content.
- Maintain confidentiality by not discussing any other students.

Responsible student email users must be aware that:

- Email is not guaranteed to be private.
- Email messages received and sent are archived for one year even if the email is deleted by the user.
- The District reserves the right to block or filter email messages to staff that are not directly related to District business or to the District's educational mission.

ACCEPTABLE USE OF PARENT EMAIL COMMUNICATION

- Email should be used for general information such as: class activities, curriculum, assignments, tests, deadlines and special events.
- To arrange for a meeting or telephone call regarding a student issue, include a general description of the issue (e.g. I would like to arrange a meeting to discuss your daughter's attendance).
- Follow-up on an issue that has previously been discussed.