

# **Otsego Public Schools**

## **Technology Acceptable Use Policy for Staff**

### **Preamble**

Otsego Public Schools provides access to technology resources including access to the Internet. These resources all interact internally within the district and externally to systems located all over the world. These resources have a limited educational purpose. This purpose is to provide access to electronic resources to promote and enhance student, staff and board member learning consistent with district educational goals and objectives. This acceptable use policy ensures that use of the network by students, staff and board members is done in an appropriate manner. Network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action and/or legal action.

### **District Technology Resources**

District technology resources consist of any two-way interactive communication devices and voice/video, data, such as, but not limited to, telephones, computer hardware, computer software, communication lines and devices, graphing calculators, printers, scanners, digital cameras, data projectors, wired and wireless networks, and any other technology devices.

### **Internet Safety Measures**

The Superintendent shall be responsible for directing appropriate District technology staff, or technology consultant staff, to bring all District technology resources used by children and adults into full compliance with all federal requirements regarding Internet filtering software to assure that District discounts for Internet access and internal connection under the federal E-rate program are not jeopardized.

Student Internet activities using District technology resources will be monitored by the District to ensure that students are not accessing inappropriate sites. Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors.

### **Acceptable Uses/Net Etiquette**

“Acceptable use” includes but is not limited to:

- Classroom activities as assigned and sanctioned by the school/teacher.
- Research activities for classroom assignments.
- Peer review of assigned work.

The exchange of project-related ideas, opinions and questions via e-mail, message boards and other means

1. Accessing information via the Internet for limited educational purposes such as: Local, state national and worldwide information and news; correspondence with scientists and scholars; collaboration with peers on projects and problem-solving strategies.
2. Access, via the Internet, the Science Learning Network (SLN), Library of Congress, Educational Resources and Information center (ERIC), Smithsonian Museums, university library catalogues, and other like sources in the pursuit of legitimate curricular goals.
3. Proper e-mail and Internet etiquette is acceptable and expected, and should include:
  - Being polite and courteous in all communications and language.
  - Assisting others in the use of the system, and helping others who are looking for ideas or information.
  - Posting and sharing information that is interesting and helpful to other users.
  - Always using the network as a resource to further one’s own education and that of others.
  - Being mindful of network security, and immediately reporting any bugs, errors, or security problems to the system administrator.

### **Prohibited Uses**

Prohibited use includes but is not limited to:

1. Transmitting or downloading any material in violation of any U.S. or state regulations. This includes, but is not limited to material that is copyrighted, threatening, harmful, sexist, racist, sexually explicit, obscene or protected by trade secrets.
2. Accessing non-educational multi-use (chat rooms) talk sessions or a “recreational” game.
3. Engaging in any unauthorized commercial activity, product advertisement or political lobbying.
4. Use of the school’s equipment by for-profit business or non-school sponsored community activities is generally not acceptable. Applications for such use should be submitted by request and shall be reviewed on a case-by-case basis by the system administrators or advisory committee.
5. Use of technology to lie, or to misrepresent someone else.
6. Use of any technology intentionally to harm or harass anyone.
7. Vandalism – defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data on the system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission of computer viruses.
8. Tunneling or use of proxy sites to bypass the District’s internet filter.
9. Posting of unauthorized pictures of faculty/staff members/students on Social Networking Sites (i.e. MySpace, Facebook, and others).
10. Posting of unauthorized videos of faculty/staff members/students on Social Networking Sites or personal websites (i.e. MySpace, Facebook, and others).
11. Any electronic communications (i.e. text messaging/email/social networking sites) of a personal matter with students.
12. “Friending” current students on personal Social Networking sites (Facebook and others).
13. Posting of inflammatory comments that could compromise the District’s mission per NEOLA Policy 7540.04 (Adopted November 2014).
14. Removal of any district-owned technology for personal use at home.
15. Use of streaming music websites.

### **Disclaimer**

The school district makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by unforeseen network problems or a user’s errors or omission. Use of any information obtained via the Internet is at the user’s own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.

### **Safety Warning**

As a school district participant, it is expected that you will be respectful of the rights and privacy of others. When engaging in activities on web pages, e-mail, and two-way communications, the following guidelines should be strictly adhered to:

- Use caution when providing someone with identifiable information.
  - Never list personal information, pictures, last names, or rosters on web sites or web pages.
  - Never give your password to anyone for any reason
  - Do not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name or any other information that may give others information to identify you in any way.
  - Do not reveal the identity of others. This includes their name, photograph, personal address, phone number, location, city, school name, team name or any other information that may give anyone information to identify others (friends, teachers) in any way.
  - Immediately inform your immediate supervisor if you receive anything that is inappropriate, threatening or uncomfortable.
  - Never publish photographs of students or personal information about students without permission from a parent.

- Never use, or accept, abusive language, threats, or harassment.
  - Do not use technology devices to intimidate, bully, or harass others.
  - Never get involved with discussions on violence, hate issues, race or ethnic issues.
- Never violate ethical issues.
    - Never send or receive software that you have not created.

**Consequences for Violation of Policy**

Any user violating or demonstrating the intent to violate any of the guidelines set forth in the acceptable use policy may face disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, the district may take one or more of the following disciplinary actions (possible consequences may be, but are not limited to, the following):

1. Restitution
  - Replacement cost
  - Reimbursement of cost for repair
  - Reimbursement of technician time
2. Restriction or loss of use of technology resources
3. Legal action
4. Law enforcement notification
5. Responsibility for unauthorized charges, expenses and fees
6. Mandatory training / in-service before further use is allowed
7. Further disciplinary actions up to, and including dismissal.

**All staff members must complete and return the form below to their immediate supervisor**

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**Otsego Public Schools  
Staff Acceptable Technology Use Policy Agreement**

I have read and hereby agree to comply with the Otsego Public School’s Acceptable Technology Use Policy for staff. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation of the policy, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

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Building Position

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date