

INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 424

**DATE OF ADOPTION 11/12/19
REVISED**

TITLE: Employee Internet and Technology Responsible Use

PROCEDURES

1. Personal Safety

- A. Staff are expected to tell a supervisor about any message they receive that makes them feel uncomfortable or is inappropriate. Staff are expected to report to a supervisor if they are told by a student that they have received a message or communication that makes that student feel uncomfortable or is inappropriate.
- B. Staff members are expected to inform parents about student materials on the Internet, because parents retain the right to restrict publication of student materials.

2. User Rights

- A. Users have a right to free speech while using the electronic communication network. This network is considered a limited forum, similar to the school newspaper. Therefore the District may restrict speech for valid educational reasons. The district will not restrict speech on the basis of disagreement with opinions expressed.

3. Regulations for Use of Personal Computing Devices

- A. The district may provide a “Guest” or “BYOD” wireless network for the purpose of allowing the use of personal learning devices by students, staff and guests. A personal learning device includes, but is not limited to: laptop computer, tablet computer, smartphone, cellphone or internet-capable music device. Each person will be allowed one personal device on the provided wireless network.
- B. Personal computing devices including personal desktop or laptop computers and/or personal tablet are not allowed to connect to the secured wireless network nor any wired network outlet. Personal devices may only be connected to the district “Guest” or “BYOD” network. The use of personal networking devices such as wireless access points and switches are prohibited within school district buildings unless prior approval is obtained from the Director of Information Services. St. Louis Park Public Schools Information Services personnel will confiscate any devices found in violation of the aforementioned conditions. The employee may retrieve the device at the end of the school/business day, depending on circumstances. Repeated violations may result in discipline up to and including termination of employment.
- C. Access to the Internet and network services will be limited in the interest of network security. Personal learning devices will connect to the Internet via the provided “Guest” or “BYOD” wireless network only. Wireless networks

provided to allow personal learning devices will not provide access to internal file servers or printing.

- D. All public wireless network access will be filtered in compliance with the Childrens' Internet Protection Act.
- E. School District technology support personnel are prohibited from providing technical support for personal devices or equipment that is not directly owned by St. Louis Park Public Schools. Technology support staff will not configure a personally owned device nor install software on a personally owned device.

4. General Use of Personal computing devices

- A. The use of personal computing devices on the school district public network is subject to the district's Internet and Technology Responsible Use Policy 424.
- B. The personal computing device should be used only for educational or work purposes while at work.
- C. The employee is solely responsible for the physical safety and use of their personal computing device. The School District will not be held responsible for theft, loss or damage or misuse of a personal computing device used at a St. Louis Park Public Schools facility.

*** Non-district equipment is defined as any piece of equipment that does not have its manufacturer serial number recorded in St. Louis Park Schools technology equipment inventory database.**

5. Donation Acceptance for Computer or other electronic equipment.

St. Louis Park Schools appreciates the generosity of individuals or businesses that look to enhance the district through gifts or donations of equipment. Due to the rapidly changing nature of technology, St. Louis Park schools must abide by the following guidelines for accepting gifted or donated equipment:

- Employees are not allowed to accept a gift or donation of any electronic equipment.
- All donations of computers or electronic equipment must be approved by the Director of Information Services.
- All donated equipment must be received through the District Policy 706 Donation and Acceptance of Gifts.