

Acceptable Use of Technology Agreement Including Internet Use & Safety: **Staff**

Education Purpose Statement

The District provides access to technology in order to enhance the instruction of its students and to achieve the goals as established by the District Board of Education and the Ohio Department of Education. This Agreement is established to promote the use of technology, including Internet access, in a manner that leads to a safe and worthwhile educational experience for all. Therefore, the district is committed to providing teaching on Internet safety.

Scope/Definitions

Technology, including the Internet, is a source of instructional material to which students and employees have access, both inside and outside the boundaries of the school physical and temporal environment. This Agreement and the associated rules and regulations refer to all devices including but not limited to computers, smart phones, digital tablets, electronic computing communication, recording or imaging devices including but not limited to computers, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- Owned by, leased by or on loan to the District or any third party engaged in providing services for the District
- Any computing or telecommunication devices owned by, in the possession of or being used by district authorized users that are operated on the grounds of any district facility, off grounds at a school sponsored function or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, Virtual Private Network (VPN), infrared and/or wireless,

This Agreement applies to any online service provided directly or indirectly by the District for staff use. Examples of online services include but are not limited to, electronic mail, web sites, cloud-based computing applications and social media sites. Users agree to abide by any license agreement established with a third party.

This Agreement is in effect for any school sponsored activity at any time or any place.

Any implementation of the use of employee-owned device for instructional use must follow all district rules and policies and may require a separate signed approval by the technology coordinator.

Statement of Procedures

In order to maintain and encourage appropriate and effective use of Internet access, computer technology and connectivity, a set of rules for computer and network use have been established. Authorized users must read and abide by these rules established by the district and their respective buildings and classrooms.

The District provides technology and Internet access in a good faith attempt to promote the safe, ethical, responsible, and legal use of this instructional resource. This access is intended to promote the effective use of technology and the Internet for educational purposes, protect students against potential dangers and ensure accountability. This access is not intended to function as a public access service or a public forum. The District reserves the right to restrict this access to ensure that its use is in accord with its educational purpose.

The District prohibits student-teacher interaction on social networking sites unless such interaction is specifically educational in nature and is stored/located on district provided/sponsored sites. Any digital communication between district employees and students is expected to follow all district policies and the Ohio State Board of education's Licensure Code of Professional Conduct for Ohio Educators.

Disclaimers/Hold Harmless Clause

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to the Internet or online services, technology, or technology infrastructure, provided to its staff. The District is not responsible for any personal documents or information stored on district technology or associated services nor is it responsible for any harm from the release of confidential information. The District will not be responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through Internet access. The District will not be responsible for financial obligations arising through unauthorized or inappropriate use.

Copyright/Ownership

Copyrighted materials may not be placed on any service accessed via the Internet or any system connected to the District's system(s) and used in conjunction with District initiatives without permission from the holder of the copyright and materials must be licensed directly to the District. Only the owners or authorized individuals may upload or download copyrighted material to and from the District's systems. Unauthorized copyrighted materials will be removed upon notification.

Privacy/Monitoring/Confidentiality

Staff shall have no expectation of privacy when utilizing district technology or related services. At any time and without prior notice, the District reserves the right to monitor, inspect, copy, review and/or store any and all results of computers, network and/or Internet access and any and all information transmitted or received in connection with such usage. This includes but is not limited to information contained in online services provided by the District. All such information shall be and remain the property of the District. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.

Staff shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information. Staff are responsible for maintaining the security of student information and other personally identifiable data and for upholding FERPA, the student confidentiality law, the Ohio Privacy Act and any other applicable privacy policies and regulations.

Prohibited Practices

The use of technology for any purpose that violates any district policies, rule or regulation regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to:

- Purchasing goods or services
- Bullying
- Interfering with the normal functioning of computers, systems or networks
- Accessing, modifying or deleting files/data that do not belong to you
- Giving your username or password to someone else, or using the username or password of someone else to access any part of the system
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials
- Sending or publishing offensive or harassing messages/content
- Accessing dangerous information that, if acted upon, could cause damage or danger to others
- Violating copyright laws and/or district policy on plagiarism
- Recreational/non-educational use of electronic communication
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other computers/systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remote -control software. Possession of and/or destruction of any of software tools designed to facilitate any of the above actions will also be considered an offense
- Saving Inappropriate files to any part of the system, including but not limited to music files, movies, video games offensive images/files, programs which can be used for malicious purposes, any files for which you do not have a legal license, hobby or personal interest files, even if not offensive or inappropriate, any file which is not needed for school purposes.

Staff are required to report any occurrence of a prohibited practice to the appropriate district or building administrator immediately. It is recognized that the use of technology, including but not limited to Internet access is a privilege and not a right. The District reserves the right to withdraw access to technology, including but not limited to, the Internet through its network and to determine what constitutes improper use.

Consequences

Those who violate this Agreement and those failing to report policy violations shall be dealt with following established employment agreements or district guidelines. The District also reserves the right to administer the appropriate disciplinary action up to and including termination. Any infractions that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

Ban of Criminal and Illegal Acts

In addition to the rules and guideline stated in this Agreement, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such and will refer offenders to proper law enforcement agencies. The District also reserves the right to seek monetary or other damages as a result of any criminal or illegal act or violation of this Agreement.