

**Golden Plains Unified School District**  
**Employee Technology Acceptable Use Policy**  
**BP4040- Personnel**

1. **The Technology Acceptable Use Policy (“policy”)** applies to all Golden Plains Unified School District (GPUSD) employees and any other person or entity granted access to or use of the GPUSD’s Technology Network and Facilities. This agreement applies to all full time, part time and long term substitutes whose job duties requires access to GPUSD Technology Resources. All full time, part time and long term must review and agree to abide by the terms of this GPUSD Technology Acceptable Use and Security Policy.
2. **Educational and Business Objectives:** Unless otherwise noted, district computers, networks, software applications, electronic mail, voice mail and other computer, electronic and telecommunication technologies and facilities are to be used solely for GPUSD business and educational purposes.
3. **GPUSD Property:** All technology hardware, devices, software, and equipment configurations are owned by the Golden Plains Unified School District. All files stored on GPUSD equipment and backup devices are considered to be property of the GPUSD, and materials developed by staff in the course of carrying out their professional responsibilities on District time shall be the property of GPUSD. All equipment, software and business files must be returned immediately upon termination of employment.

Neither the hardware nor software configuration can be changed without specific permission from the Technology Department. Examples of changes requiring authorization include:

installing

new software or hardware, formatting a hard drive. To request a change, submit a Service Request to the Department of Technology. Any intentional damage to the configuration of equipment may result in appropriate disciplinary actions.

If the technology issued to a User is stolen, whether on GPUSD property, or in the User’ personal possession, the User is responsible to immediately notify the police and a copy of the report must be submitted to the Technology Dept. Staff. All required equipment and software repairs should be reported to the Help Desk through the Service Request System (<https://app.mytechdesk.org/signin>) and **repaired only by authorized GPUSD personnel.**

4. **Use is a Privilege:** Use of the District’s computing and networking resources is a privilege. The GPUSD and the individual schools reserve the right to restrict or terminate network and Internet access at any time.
5. **GPUSD Email:**
  - a. GPUSD employees must exclusively use their GPUSD-provided email account (@GPUSD.org) for email correspondence related to GPUSD business or student/educational information. Employees may not use personal email accounts or private websites for communication and interaction with students, parents and the community that relate to district/school/student matters.

**Golden Plains Unified School District**  
**Employee Technology Acceptable Use Policy**  
**BP4040- Personnel**

- b. **Mass Emails:** Employees shall not use the district's network to transmit general or "mass" emails to other district employees without the prior consent of the Superintendent or designee. Emails sent to employees' mailboxes in this way will be considered "spam" and an abuse or disruption of the email service.
  
6. **Social-Media:**
  - a. Employees should not "friend" or "like" any students on Social Networks such as Facebook, Instagram, or Snapchat using the employee's district email or credentials, or using district computer equipment. Should an employee choose to "friend" or "like" a student on any Social Network, it should be done on personal equipment using personal accounts outside the District.
  - b. **District-Sponsored Social Media:** The District's presence on any social media site, including school-related accounts, such as clubs, teams, field trips, course, or other sites associated with the District or a District school must be authorized by the Superintendent or designee. Any sites, accounts, or pages existing absent prior authorization will be subject to review, editing, and removal.
  
7. **Cybersafety and Cyberbullying:** The superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.
  
8. **No Expectation of Privacy:** *USERS OF THE GPUSD COMPUTER NETWORK SYSTEM (INCLUDING BUT NOT LIMITED TO EMAIL AND THE INTERNET) HAVE NO EXPLICIT OR IMPLICIT EXPECTATION OF PRIVACY.* Any or all uses of the system and all files on the system may be intercepted, recorded, monitored, copied, deleted, audited, inspected and disclosed to authorized personnel as well as any other person or entity permitted access under the law. GPUSD shall cooperate with law enforcement agencies investigating illegal activity on the GPUSD network.
  
9. **Internet Service Providers:** While on a GPUSD site, staff must access the Internet only through the GPUSD's network. All Internet traffic must pass through the GPUSD network where access controls and related security mechanisms will be applied. Staff may not use any service to bypass the GPUSD network, security mechanism, or content filtering policies while using district devices.
  
10. **Connecting Personal Devices to GPUSD Wireless Network:** GPUSD Employees may connect their personal devices to GPUSD Employees/Staff Wireless Network. Employees will be limited to connect 2 devices. Employees may not share network access accounts with students. Violators will be subject to denial of service.
  
11. **Safety:** Sharing of personal information via the Internet, such as name, address, and phone

**Golden Plains Unified School District**  
**Employee Technology Acceptable Use Policy**  
**BP4040- Personnel**

number, can compromise personal safety. Privacy cannot be guaranteed in a network environment.

12. **Confidentiality of Information:** GPUSD staff may have access to information which is confidential. GPUSD requires that staff maintain absolute confidentiality in all electronic student, employee, and application matters. **Access to confidential information REGARDING DISTRICT STAFF OR STUDENTS is authorized ONLY when staff have a legitimate business need to access the information to fulfill his or her professional responsibility**, and for which they have been explicitly authorized to access. UNAUTHORIZED ACCESS TO OR DISSEMINATION OF CONFIDENTIAL INFORMATION SHALL BE GROUNDS FOR DISCIPLINE UP TO AND INCLUDING TERMINATION
13. **Liability:** The GPUSD makes no assurances of any kind, expressed or implied, regarding any computer or Internet services provided.
14. **Appropriateness of Materials:** Access to the Internet provides opportunities for staff and students to explore resources outside of the walls of their schools or offices. The GPUSD acknowledges the fact that inappropriate materials exist and will make what it judges to be reasonable and appropriate efforts to avoid such materials, including the use of filtering software. **However, no software or appliance can filter out all materials that are inappropriate or unacceptable for academic purposes** and it should be clearly understood by all staff, students, and students' parents/guardians that intentional access to such material, in any form, is strictly forbidden. The network is designed to achieve and support the GPUSD's business and instructional goals and any information that does not support the goals is to be avoided. If a staff or student unintentionally accesses such information while doing legitimate research, he/she should contact the person responsible for technology at his/her site for appropriate action. It is the responsibility of all users, staff and students, to ensure that GPUSD computers, the network, and the Internet are being used for educational or GPUSD business purposes.
15. **Copyright:** Unless it is otherwise stated, Users should assume that all materials on the Internet, including web sites and graphics, are copyrighted. Existing copyright guidelines, such as those involving photocopying, multimedia, and fair use, apply. Copyrighted material shall be posted online only in accordance with applicable copyright laws. **Staff and students may not copy software on any GPUSD computer** and may not bring software from outside sources for use on GPUSD equipment without the prior approval of the Technology Department. The District shall not be responsible or liable for unauthorized use or distribution of copyrighted materials and reserves the right to seek indemnification from the User for the inappropriate use, distribution or possession of copyrighted material on the District computers or network facilities.
16. **User Accounts and Passwords:** A User in whose name a network account is issued is responsible at all times for its proper use, and such User shall access the system only under the account number that has been assigned to him/her. Passwords, including wireless network access, must never be shared. To share a User ID or password exposes the authorized User to responsibility for actions the other party takes with the password and ID. Users must take reasonable steps to ensure the security/privacy of their passwords, including changing the password periodically,

**Golden Plains Unified School District**  
**Employee Technology Acceptable Use Policy**  
**BP4040- Personnel**

selecting a password that is complex and known only to the User, and never displaying the password in a public place.

**17. Security**

- a. Users may not make arrangements for, or complete the installation of, any physical or logical connection, nor make alterations to the existing GPUSD network unless approved by the Technology Department. This includes connecting computers, servers, network electronics or other network enabled devices to the GPUSD's network.
- b. Users may not establish any physical or logical network connection that could allow users to gain unauthorized access to the GPUSD's systems and information. This includes the establishment of multi-computer file systems, web services, Internet, and FTP servers.
- c. Users may not establish any unauthorized server, wireless access points or file sharing mechanism, including, but not limited to, intranet servers, electronic bulletin boards, instant messaging, local area networks or multi-user systems for communicating information.
- d. No proxies or personal firewalls are allowed.

**18. Use of District Hardware during non-instructional days:** Unless specified otherwise, the use of District Hardware during vacations, including winter break, Spring Break and summer break requires a signed loaner agreement. The borrower must accept full responsibility for all lost and/or damaged hardware

**19. Appropriate Behavior:** Staff members are responsible for appropriate behavior on the GPUSD's computers, educational & business systems, network, and the Internet, and must adhere to all relevant federal, state, and local laws, as well as GPUSD policies and procedures.

**20. Staff Working with Students:** Employees working with students are responsible for supervising, at all times, students' use of GPUSD technology. Employees must enforce the Acceptable Use Policy with students under their supervision.

**21. Consequences of Violations- Disciplinary Action:** Any violation of the requirements and guidelines in the Acceptable Use Policy may be cause for restriction or revocation of network access privileges. Said revocation will not inhibit the District's authority to impose disciplinary action as deemed appropriate. If a staff member is accused of any of the violations listed above, he/she has all of the rights and privileges that a staff member would have if he/she were subject to any other type of disciplinary action. Users assume personal responsibility and liability, both civil and criminal, for uses of the network not authorized by this policy and the GPUSD's guidelines. The District does not sanction any use of its computer systems or the Internet that is not authorized by or conducted strictly in compliance with this policy. The GPUSD retains the right to remove from its information systems any material it views as offensive or potentially illegal.

**22. Implementations:** Once approved by the Governing Board, This Policy will be posted on the district website. GPUSD will utilize Google forms to collect signatures form all current GPUSD

**Golden Plains Unified School District  
Employee Technology Acceptable Use Policy  
BP4040- Personnel**

Teachers, Staff and administrators. All teachers, staff and administrators MUST accept the terms and conditions of the Acceptable Use Policy in order to gain access to the district network and technology resources. Network access will be revoked for all teachers, staff and administrators who do not sign the AUP

**23. PLEASE SIGN BELOW IF YOU AGREE TO THE FOLLOWING STATEMENTS:**

- a. I have read, understand, and agree to the GPUUSD Technology Acceptable Use and Security Policy - Employee. I agree to follow all of the rules contained in this six-page document. I understand that if I violate the rules, my account can be terminated, my access to computers revoked, and I may face disciplinary measures up to and including termination.
- b. I understand that Internet sites are filtered and that my District email accounts and Internet use, as well as any other uses of the system or files on the system, may be monitored by the District as described above.
- c. I hereby release the GPUUSD, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the GPUUSD's network and computer systems, including but not limited to claims that may arise from the unauthorized use of the system.

**24. Employees working with students:**

- a. I agree to enforce the Acceptable Use Policy with students under my supervision.

Employee's Name (Print)			
Employee's Signature		Date Signed	
Current or Anticipated Work Location			