

Buckeye Central Local Schools
Acceptable Use Policy
(Employees)

It is the policy of the Buckeye Central Local Schools that all technology used to access the Buckeye Central Local School's network and to access the Internet will be used in a responsible, legal, and ethical manner. This includes all computer and computer resources owned, leased, operated, or contracted by the school district.

The Buckeye Central Local School's computer network is established for educational-related purposes consistent with the mission of the Buckeye Central Local School District. Access to all computer resources is a privilege granted to employees. All computer resources and communications transmitted by, received from, or stored in computer systems belong to the school district, and shall not be considered confidential and/or the property of the employee. The computers, computer network and messaging systems of the school district are intended for educational uses and Buckeye Central work-related communications. Incidental use of the email and voice mail systems by employees for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system. Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the district's computer network and messaging systems require that full access be available at all times. The school district therefore reserves the right to access and inspect any computer, device, electronic media, flash drives, electronic mail messages, Internet materials within its systems and any data, information, or messages which may be contained therein. All such data information, and messages are the property of the school district and employees should have no expectation that any messages sent or received on the school district's systems will always remain private.

Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. NEOLA Policy 7540.04

Guidelines for Using Computer Resources and all Electronic Devices (cell phones, iPods, etc.)

1. Employees may NOT use the Buckeye Central Local School's computer resources for commercial, financial, and/or personal gain, including solicitation purposes of any kind.
2. Employees may NOT use the Buckeye Central Local School's computer resources for political lobbying.
3. Employees are prohibited from engaging in any conduct and/or behavior that constitutes any form of harassment, including sexual harassment. This includes sending harassing or libelous electronic email, files, images, or computer messages to other users over the network. It also includes sending, accessing, and/or displaying harassing jokes, cartoons, inappropriate web site addresses or material of similar nature. If an employee receives offensive or harassing material from others over the network, the employee shall immediately notify the building administrator or district technology coordinator.
4. Employees may not use computer resources to conduct illegal activity that would violate State, Federal, or Local law.
5. Employees may NOT post, disclose, or otherwise disseminate personal contact information about themselves or other people, including name, address, telephone number, pictures, school or work address, or social security number.
6. Employees may not use computer resources or any electronic devices to access confidential school or employee resources, including payroll and financial records, whether in paper or electronic format. Employees with access to confidential records have the important responsibility of maintaining the confidentiality of information and may be disciplined for sharing or releasing information to others without authorization.
7. Employees are specifically prohibited from using the Internet and other school computer resources to download, access, or send pornographic, lewd, offensive, indecent, obscene, or vulgar material. In addition, employees are prohibited from downloading or installing any software, utility, or application to any school computer. Employees will use appropriate language. The use of profanity, obscenity, or other language that may be offensive to other users is strictly forbidden.
8. Employees may not distribute chain letters, engage in spamming or any other inappropriate form of communication over the computer network.
9. Employees may not attempt to disable, bypass, or attempt to bypass or disable any system monitoring, filtering, or other security measures (including proxies).
10. Employees must promptly disclose to their principal and/or the district technology coordinator any website that is found by them or a student that is inappropriate. Although the Buckeye Central Local School District subscribes to an Internet filtering service, the Internet constantly changes and the filter will not always provide absolute protection from inappropriate materials. Therefore, the employee must monitor the online activities of students through direct observation, and/or technological means, to ensure that users are not accessing any inappropriate material. In addition, employees must also inform their

building principal and/or district technology coordinator of proxies being used by students that get around the filter.

11. The use of blogs/wikis is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate in a blog. This includes, but is not limited to, profanity, racist, sexist, or discriminatory remarks, personal attacks, and/or individual or group harassment. Blogs/wikis are used primarily as learning tools to extend conversations and dialogue beyond the parameters of the classroom time period.
12. Employees must not store or transfer unnecessarily large files. In addition, employees may not waste or abuse school resources through unauthorized system use (i.e. online gaming, Internet radio, downloading music, watching videos, etc.)
13. Employees may not attempt to gain unauthorized access to the Buckeye Central Local School's computer network or any other computer network or go beyond the user's authorized access, make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses or by any other means, or otherwise vandalize, tamper with, destroy, or interfere with the computer network, with programs, data, files, or any other electronic information or devices connected to the network.
14. Employees must honor the legal rights of software producers, network providers, copyright and license agreements.
15. Employees are prohibited from accessing and utilizing chat rooms, discussion boards, instant messaging type services, blogs, etc. for non-educational purposes.
16. Staff members are to monitor all online activities of students while at school. Additionally, social networking and other websites where students post information (i.e. Moodle, Blackboard) are to be closely monitored by employees.
17. The district technology coordinator must approve all technology purchases including but not limited to the following: hardware, software, scanners, digital cameras, printers, peripherals, etc.
18. Grant opportunities involving the acquisition of computer hardware, software, or network ability shall be communicated and coordinated before the grant submission process is complete through the district technology coordinator to ensure compatibility.
19. The district technology coordinator and the building administrator must approve any technology equipment donated to the district.

Security

Computer security is a high priority for the Buckeye Central Local School District. If an employee identifies a security problem on the Internet or other computer resources, the employee must notify the building administrator and the technology coordinator.

Employees must keep their account and password information confidential and shall not share it with others. Employees are prohibited from using another individual's account and/or password.

The Buckeye Central Local School District will not be liable for lost or damaged data stored on the computer resources by employees, nor for security violations committed by employees.

The Buckeye Central Local School District is concerned about the safety and welfare of our students, staff, parents, and community. The school district uses 24 hour video surveillance cameras to monitor the activities of individuals on school property. The cameras record visual images. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings.

Discipline and Failure to Follow Policy

The employee's use of the computer network and Internet is a privilege, not a right. An employee who violates this policy will be subject to discipline up to and including termination of employment. Violation of this policy may result in the revocation and/or suspension of the employee's access/user rights. A user violates this policy by his or her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any users whose access has been denied or terminated.

Employees may be disciplined for conduct and/or behavior associated with the prohibited use of computer resources which occurs on work time, or for conduct which occurs outside of work time but directly related to and/or affects the school district, students, or staff. Employees will be disciplined for using computer resources in a manner which harms or intends to harm school property, employees, and/or students.

Warranties/Indemnification

The Buckeye Central Local School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use, and the user is agreeing to indemnify and hold the School, Buckeye Central Local School District, Northern Ohio Educational Computer Association that provides the computer and Internet access opportunity to the Buckeye Central Local School District, all of their administrators, teachers and staff harmless from any and all loss, costs, claims or

damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user agrees to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School District's network.

Wireless Network and Personal Wireless Devices

Buckeye Central Local Schools provides a wireless network to access the Internet. This wireless network is filtered according to the Children's Internet Protection Act (CIPA) requirements. Personal wireless devices will be provided filtered access to the Internet. The Buckeye Central Local Schools will not be responsible for the loss or theft of a personal wireless device (i.e. laptop, netbook, iPad, iPod touch, etc.), nor for damage, nor unauthorized access to the device or the data that resides therein. In addition:

1. The owner must take full responsibility for setting up and maintaining their personal property. The Buckeye Central Local Schools will not provide technical support for these devices.
2. When laptops are not in the owner's possession, they must be secured. Devices may not be left at school over vacations and should go home with the owner daily.
3. Appropriate and tasteful screensavers and wallpaper is expected.
4. The Buckeye Central Local Schools may examine the device and search its contents, if there is a reason to believe that school policies, regulations, or guidelines have been violated.
5. Personal wireless devices are not to be connected to the wired network, only the wireless network.
6. An employee will be given the employee wireless password key after the acceptable use policy has been signed. The employee may not share this wireless password key with any other person. They are to treat it just as they would their password to their computer network account.

Education of Students

The Buckeye Central Local Schools is required to provide age-appropriate training for students who use Buckeye Central's Internet access. The training and education provided must address the following:

- a. The standards and acceptable use of Internet services as set forth in the Buckeye Central Computer Acceptable Use Policy.
- b. Student safety with regard to:
 - i. Safety on the Internet.
 - ii. Appropriate behavior while online, on social networking web sites, and in chat rooms.
 - iii. Cyber bullying awareness and response.

- c. Compliance with the Erate requirements of CIPA (Children's Internet Protection Act).

Training will be provided at least once during each of the elementary school (K-4), middle school (5-8), and high school (9-12) years. As a staff member, you may be asked to incorporate this training and education into your curriculum. The principal and technology coordinator will provide direction on how this implementation will take place.

Acceptable Use Policy Authorization Form
Buckeye Central Local School District
(Employee)

I will abide by the Acceptable Use Policy established by the Buckeye Central Local School District. I understand I do not have an expectation of privacy and that the district may monitor electronic communications. I understand the use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of my privileges. I further understand that any violation of the guidelines outlined above is unethical and could constitute a criminal offense. Shall I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken. Signing this form affirms that I agree to follow all district guidelines outlined above.

First Name (Printed): _____

Last Name (Printed): _____

Signature: _____

Date: _____