

West Muskingum Local Schools

Responsible Use Policy for Staff Members and Substitutes

West Muskingum Local Schools is granting you access to its network and technology resources. The network and technology resources are one way of enhancing the mission to teach the skills, knowledge, and behaviors you will need for college and career readiness. These technologies may include but are not limited to, district-provided equipment as well as personal devices (computers, tablets, smart phones, laptops, e-readers, etc.).

As a West Muskingum Local Schools staff or substitute, you are expected to use technology in a meaningful, safe, and responsible way. Technology is to be used as a tool to expand learning. Furthermore, as a user of the district's network and technology resources, you are expected to use the system with courtesy, respect, and integrity. You are to practice and maintain safe, secure measures regarding data and privacy.

In accepting this agreement, staff and substitutes acknowledge the following rules and conditions:

- Staff and substitutes will use technology in a meaningful, safe, and responsible way.
- Staff and substitutes will use technology resources productively, appropriately, and primarily for school-related purposes.
- Staff and substitutes understand that all district equipment, the district network, and their district account are the property of West Muskingum Local Schools. Their use can be monitored at any time without their knowledge or consent.
- Staff and substitutes will avoid using any technology resource in such a way that would disrupt the activities of other users.
- Staff and substitutes will use email and other means of communications (e.g. blogs, wikis, podcasting, social media, chat, instant messaging, discussion boards, virtual learning environments, etc.) responsibly. Staff and substitutes will not use any type of electronic or internet capable device to post any negative comments regarding staff and students. This includes, but is not limited to, posting or sending both threatening and non-threatening messages, pictures, videos, etc. via electronic message or through the access of any type of social media.
- Staff and substitutes will protect their personal data as well as the data of their peers and students. Staff and substitutes will abide by all confidentiality requirements in federal and state law, including but not limited to the Family Educational Rights and Privacy Act.
- Staff and substitutes will respect the political views of others by not using district resources for political advertising, lobbying, or campaigning.
- Staff and substitutes understand that the district resources should not be used for the promotion of commercial goods or services for personal gain.

- Staff and substitutes will conserve district resources through the proper use of printers, server space, video or audio streaming, and network bandwidth. Using the school network to provide any hosted service without prior approval is prohibited. This applies to services such as but not limited to hosting web sites, file servers, gaming servers, SSH, FTP, IRC, email systems, private VPN, etc.
- Staff and substitutes will use technology in accordance with the laws of the United States and the State of Ohio, including but not limited to laws governing the following:
 - Criminal acts – that include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
 - Libel which includes publicly defaming people through published material on the Internet or in email, etc.
 - Copyright protections that prohibit copying, selling or distributing copyrighted material without the express written permission of the author or publisher or engaging in plagiarism (i.e., using others' words or ideas as your own). Staff and substitutes should assume that all materials available on the Internet are protected by copyright.
- Staff and substitutes will use the account assigned to them. Staff and substitutes will not share their password with peers or students or use another peer's account for any reason.
- Staff and substitutes will obtain permission from each individual staff, substitute or student before posting any picture, video, or audio of that individual online. Staff and substitutes are prohibited from recording staff members, substitutes and students in any manner, unless permission is given and it relates to the educational process.
- Staff and substitutes understand that they are responsible for the use and content of all personal electronic devices while at school or school sponsored events. Staff and substitutes will have anti-virus and anti-malware software installed on their personal devices, and keep it up to date and enabled.
- Staff and substitutes will not use technology resources to access inappropriate content. This includes, but is not limited to, content related to pornography, weapons, hate speech, and academic dishonesty.
- Staff and substitutes understand that district administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

Staff members and substitutes understand and will abide by the above Responsible Use Policy. Misuse of District devices and networks may result in restricted access or account cancellation. Failure to uphold the rules and conditions listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against employees, including personnel action and/or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

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Instructions:

After having read the West Muskingum Local Schools Responsible Use Policy for Staff Members and Substitutes please sign below and return to the school/district.

I have read, understand, and agree to abide by the provisions of the West Muskingum Responsible Use Policy for Staff Members and Substitutes.

Date: _____

Staff Member/ Substitute Name: _____

Staff Member/ Substitute Signature: _____

Please return this form to the school where it will be kept on file for the current school year. It is required for all staff members and substitutes that will be using a District network, applications, account, and/or Internet access.