FORT WAYNE COMMUNITY SCHOOLS TECHNOLOGY USE GUIDELINES

Purpose

Fort Wayne Community Schools (FWCS) relies on its technology systems to help educate students and to conduct its business. To ensure that FWCS' electronic resources are used properly by its employees, students, independent contractors, agents, and other technology users, FWCS has created these Technology Use Guidelines to be used in conjunction with the already adopted Acceptable Use Policy (AUP).

Computers, tablets, phones, electronic media, the Internet, and all software furnished to FWCS employees are FWCS' property intended for business use. While FWCS understands that these systems may be used for personal purposes from time to time, any such personal use shall not interfere with the business purpose of these systems nor interfere with work time. Additionally, any such personal use shall not be deemed to be private. Furthermore, no personal use of any of these systems should ever cause FWCS to incur an unauthorized expense. To assure compliance with these guidelines, all device, Internet, and electronic communication usage may be monitored.

The rules and obligations described in these Guidelines apply to all users (the "Users") of FWCS' computer network wherever they may be located and however they connect to FWCS' network. Violations will be taken very seriously and may result in disciplinary action, including for employees, possible termination, and civil and criminal liability. For students, possible disciplinary consequences are contained in the Student Rights and Responsibilities document.

It is every employee's and student's duty to use FWCS' technology resources responsibly, professionally, ethically, and lawfully. Occasional, limited, appropriate personal use of the computer system is permitted; however, such use must also follow these guidelines. Please remember when using FWCS technology for personal reasons, FWCS has the right, but not the duty, to monitor any and all aspects of its electronic systems/devices, including, but not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, and reviewing electronic communications sent and received by users.

Definitions

Electronic Resources refers to FWCS' entire electronic network. Specifically, *Electronic Resources* includes but is not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, desktop computers, laptops, tablets, software, land-line phones, cellular phones, data files, and all internal and external computer and communication networks (i.e., Internet, e-mail systems) that may be accessed directly or indirectly from our computer network.

Electronic Communication refers to any message sent electronically to another individual or individuals for the purpose of instructing, informing, or communicating in general. *Electronic Communication* includes but is not limited to: email, text, voice, and video. *Electronic Communication* also includes any files, programs, documents, or other electronic attachments appended to a communication.

Users refers to all employees, students, independent contractors, consultants, temporary workers, substitutes, and other persons who use FWCS' Computer Resources.

User Device refers to any electronic device assigned to a user for the purposes of assisting them in the performance of their job. *User Devices* includes but is not limited to: desktop computer, laptops, cellular phones, and tablets.

A. <u>No Expectation of Privacy</u>

No expectation of privacy. The devices and accounts given to users are to assist them in the performance of their jobs or to enhance their education. Users should not have an expectation of privacy in anything they create, store, send, or receive on FWCS electronic resources.

Waiver of privacy rights. Users expressly waive any right of privacy in anything they create, store, send, or receive on FWCS electronic resources or through the Internet or any other computer network. Users consent to allowing personnel of FWCS to access and review all materials users create, store, send, or receive on the FWCS' electronic resources or through the Internet or any other computer network.

No privacy in communications. Users should never consider electronic communications to be either private or secure. Emails, texts, and voice messages could potentially be stored indefinitely on any number of devices and back-up media, in addition to that of the recipient. Copies of your messages may be forwarded to others either electronically or on paper. In addition, communications sent to nonexistent or incorrect user names may be delivered to persons that you never intended.

Monitoring of communications and technology use. FWCS has the right, but not the duty, to monitor any and all aspects of its electronic resources, including, but not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.

B. <u>Prohibited Activities</u>

Allowed use of electronic resources. The electronic resources are the property of FWCS and may only be used for approved purposes. Users are permitted to access and use electronic resources to assist them in the performance of their jobs or classroom assignments. Occasional, limited, appropriate personal use of FWCS electronic resources are permitted when such use does not (1) interfere with the user's work or assignment performance; (2) interfere with any other user's work or assignment performance; (3) have undue impact on the operation of FWCS' computer resources; (4) conduct outside work for which the employee is compensated; (5) conduct outside work to benefit an individual or organization not related to FWCS; (6) conduct political campaigning; (7) conduct personal or commercial advertising; (8) violate any local, state, or federal law; or, (9) violate any other provision of these Guidelines, the Acceptable Use Policy, the Student Rights and Responsibilities document, or any other policy, guideline, or standard of FWCS. At all times, users have the responsibility to use the FWCS' electronic resources in a professional, ethical, and lawful manner. Personal use of the electronic resources are a privilege that may be revoked at any time.

Electronic messages that are composed, transmitted, accessed or received using FWCS electronic resources must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, or disruptive to any employee or other person.

Examples of inappropriate use and/or content includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images.

- Using the organization's time and resources for personal gain.

- Stealing, using, or disclosing someone else's code or password without authorization.

- Copying, pirating, or downloading software and electronic files without permission.

- Sending or posting confidential materials, trade secrets, or proprietary information outside of the organization.

- Violating copyright law.

- Failing to observe licensing agreements.

- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.

- Sending or posting messages or material that could damage the organization's image or reputation.

- Participating in the viewing or exchange of pornographic or obscene materials.

- Sending or posting messages that defame or slander other individuals.

- Attempting to break into the computer of another organization or person.

- Engaging in cyber-crimes including but not limited to hacking, spamming, and denial of service activities.

- Refusing to cooperate with a security investigation.

- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.

- Using the Internet for political causes or activities, religious activities, or any sort of gambling.

- Jeopardizing the security of the organization's electronic communications systems.

- Sending or posting messages that disparage another organization's products or services.

- Sending anonymous electronic messages.

- Engaging in any other illegal activities.

Inappropriate or unlawful material. FWCS strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, FWCS prohibits the use of Electronic Resources in ways that are disruptive, offensive to others or harmful to morale. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by electronic communication (e.g., bulletin board systems, newsgroups, chat groups) or displayed on or stored on FWCS' computer resources. Users encountering or receiving this kind of material should immediately report the incident to their supervisors or, in the case of students, teacher or principal.

Illegal copying. FWCS purchases and licenses the use of various computer software for business and educational purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, FWCS does not have the right to reproduce such software for use on unauthorized devices. FWCS employees may only use software according to the software license agreement. Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages, and other material they wish to download, forward, or copy.

Duty not to waste computer resources. Users must not deliberately perform acts that waste electronic resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings, chain letters, subscribing to non-school-related listservers and mailing lists, engaging in non-school-related on-line chat groups, or otherwise creating unnecessary network traffic.

Access. All users are prohibited from running or otherwise configuring software or hardware to intentionally allow access by unauthorized users.

Whenever a user ceases to be employed by FWCS, or if such user is assigned a new position and/or responsibilities within FWCS, such user shall not use facilities, accounts, access codes, privileges, or information for which he/she is not authorized in his/her new position or circumstances.

Users are prohibited from using any other user's privileges and/or access rights.

Attempts to circumvent security. Users are prohibited from attempting to circumvent or subvert any security measures implemented for the FWCS electronic systems. The use of any program or device to intercept or decode passwords or similar access control information is prohibited.

Harmful activities. The following harmful activities are prohibited: creating or programming viruses; disrupting services; damaging files; intentional destruction of or damage to equipment, software, or data belonging to FWCS and the like

C. Passwords

Responsibility for passwords. Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account.

Passwords do not imply privacy. Use of passwords to gain access to the computer resources or to encode particular files or messages does not imply the users have an expectation of privacy in the material they create or receive on the computer system.

D. <u>User Device Responsibility</u>

Device Responsibility. In the event a user device becomes broken or lost due to neglect or abuse, it is the user's responsibility for repair or replacement.

Attempts to circumvent device configuration. No software, apps, or special configuration settings will be allowed that circumvents the configuration set by FWCS network security rules (e.g., jailbreaking).

Expectation of privacy. User devices are assigned to assist in the performance of a user's job. Users should not have an expectation of privacy in anything they create, store, send, or receive on any FWCS device, network, storage, or email system. This includes personal pictures, videos, music, etc.

E. <u>Miscellaneous</u>

Attorney-client communications. E-mail sent from or to in-house counsel or an attorney representing the company should include this warning header on each page: "ATTORNEY-CLIENT PRIVILEGE; DO NOT FORWARD WITHOUT PERMISSION."

Representation of FWCS. Employees are not to create blogs, social networking pages (e.g., Facebook, MySpace), messaging site (e.g., Twitter), or any other Web sites or Web page that give the appearance of being approved by, sponsored by or in any way supported by Fort Wayne Community Schools. This includes using the FWCS logo or FWCS intellectual property (e.g., plans, mission, etc.). Any page referring to Fort Wayne Community Schools must conspicuously state that "This site is not owned by, approved by, sponsored by, or in any way supported by Fort Wayne Community Schools."

Compliance with applicable laws and licenses. In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and online activities.

Amendments and revisions. These Guidelines may be amended or revised from time to time as the need arises. These Guidelines will be posted for all employees on the FWCS Intranet and published in the FWCS Guide.

No additional rights. These Guidelines are not intended to, and does not grant, users any contractual rights.