

Alexander County Schools

Technology Responsible Use Policy/Use of Social Media/Technology in the Educational Program Agreement for Staff and Others (Coaches and others required by administration)

This form is REQUIRED of all staff and substitutes prior to utilizing any internet-based application associated with the Alexander County Schools instructional program. This form also addresses the use of social media by employees of the Alexander County school system as well as BYOT procedures.

Activities that are not permitted include, but are not limited to the following:

- Cyberbullying, harassing, or insulting/attacking others
- Sending or displaying offensive communication or pictures
- Using obscene language
- Violating copyright laws including failure to cite online resources
- Trespassing in the folders, work or files of others. Forwarding messages of others without permission.
- Disabling or circumventing filtering/security systems
- Using logins, usernames, and/or passwords of others
- Utilizing the network for commercial purposes, financial gain, fraud, or illegal activities
- Damaging or modifying technological resources in any way
- Installation or creation of programs without permission of an authorized source
- Copying software owned by school system for personal use without permission of an authorized source
- Employees should take reasonable precautions to restrict students from viewing their personal social media sites (use available privacy settings)
- School gmail accounts cannot be linked to personal social media sites
- Prohibited from communicating with students through a personal social media network unless the employee has a family relationship or other type of appropriate relationship which originated outside of the school setting

I will inform parents, IN WRITING, of any internet sites or communication tools being utilized by me.

Detailed expectations of staff can be found in the Technology Responsible Use Policy (3225), Employee Use of Social Media (7335), and Technology in the Educational Program (3220) which can be found on the Alexander County Schools website www.alexander.k12.nc.us

Remember that viewpoints posted on any technological resource are the opinion of the individual posting and NOT the school-system unless approved prior to posting by the superintendent or designee.

I have read the Technology Responsible Use Policy and Employee Use of Social Media and will abide by its regulations. I understand that violations of this policy may result in termination of the use of technological resources, as well as additional disciplinary action, if deemed appropriate. I accept responsibility for utilizing personal responsibility for maintaining ethical behaviors.

Since all files are on a public network, I understand that these files are subject to examination and review at any time and no right to privacy exists. This includes anything posted to the internet either with school technology, school network, or posted during the instructional day.

Staff Printed Name _____

Staff Signature _____ Date _____

School _____