

# CAESAR RODNEY SCHOOL DISTRICT

## District Staff

### Acceptable Use Policy

#### Introduction

The Caesar Rodney School District recognizes that access to technology in school gives staff greater opportunities to assist students in learning, engaging, communicating, and developing skills that will prepare them for work, life, and citizenship. We are committed to providing staff access to technology that will help students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. For the purposes of this Acceptable Use Policy users are defined as all district staff.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when granted permission to use personally-owned devices on any school campus within the district.

- The Caesar Rodney School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Caesar Rodney School District makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the IT Department immediately of any concerns for safety or security.

#### Technologies Covered

The Caesar Rodney School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, and email.

As new technologies emerge, the Departments of IT and Instruction will collaborate to incorporate use of these technologies throughout the district. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### **Usage Policies**

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

### **Web Access**

The Caesar Rodney School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert the IT Department.

### **Email**

The Caesar Rodney School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If assigned an email account, district users should attempt to send and receive mail as securely as possible. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or IT policy.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, the Caesar Rodney School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

The Caesar Rodney School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user. Users should report any loss, damage, or malfunction to the IT Department immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

### **Personally-Owned Devices Policy**

Users should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) secure during school hours—unless district or school Bring Your Own Device (BYOD) policies permit their use for educational purposes or in the event of an emergency.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without the expressed permission from the IT Department. In some cases, a separate network may be provided for personally-owned devices.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If a user believes a computer or mobile device may be infected with a virus, please alert the IT Department immediately. Do not attempt to remove the virus or download any programs to help remove the virus.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is viewable for all audiences — and can sometimes be shared and spread in ways you never intended.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the telephone or Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

If a user sees a message, comment, image, or anything else online that causes concern for personal safety, bring it to the attention of an administrator immediately.

### **Cyberbullying**

*(Refer to Caesar Rodney School District Bully Prevention and Cyber Bullying Policy: JICDB)*

Cyberbullying will not be tolerated. Engaging in this behavior, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that user activities are monitored and retained.

### **Limitation of Liability**

The Caesar Rodney School District will not be responsible for damage or harm to persons, files, data, or hardware.

While the Caesar Rodney School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, the District makes no guarantees as to their effectiveness.

The Caesar Rodney School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

Staff:

- Suspension of network, technology, or computer privileges
- Disciplinary Action up to and including termination
- Legal action and/or prosecution

**I have read and understand this Acceptable Use Policy and agree to abide by it:**

\_\_\_\_\_  
(User Printed Name)

\_\_\_\_\_  
(User Signature)

\_\_\_\_\_  
(Date)