



APPROPRIATE USE OF TECHNOLOGY RESOURCES AND INTERNET SAFETY RESPONSIBLE USE BY STAFF

The Internet and electronic communications have vast potential to support curriculum and learning. A variety of accounts are provided to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials. Staff access to and usage of the Internet and technology resources such as email, file storage, productivity and instructional tools is a job expectation. User accounts are to be used mainly for identified educational and business purposes. Limited personal use is permitted if the use imposes no tangible cost on Colorado Springs School District 11 (the District), does not unduly burden the District's computer or network resources, and has no adverse effect on the academic performance of students or business practices. Users will be held responsible at all times for the proper use of accounts. The District believes staff use technology to deliver instruction, enhance productivity and model appropriate use for other staff and students. Staff members shall use District devices and resources in a responsible, efficient, ethical and legal manner. All users of District devices and electronic resources and networks are expected to abide by all District policies.

Appropriate use of technology, Internet and electronic resources includes:

- Abiding by all Internet filtering applications designed to protect from harmful material and information.
- Accessing only my authorized accounts and therefore not allowing others to access to my passwords, etc.
- Keeping all personal information about myself and others confidential.
- Protecting District devices and systems from vandalism, damage, and viruses designed to hinder performance.
- Ensuring all copyrighted information has proper permission granted before use including software.
- Transmitting, retransmitting, forwarding information that is appropriate and legal.
- Protecting the destruction of property and life against violence.
- Respecting school and District work resources ensuring device and systems are used for instructional purposes.
- Utilizing only permissioned access to information and systems.
- Obtaining express permission from Director Technical Services or designee to move technology equipment to another building.
- Obtaining express permission from school library technology staff to use technology for non-instructional school sponsored activities in or outside school building.
- Accessing and using only provided wireless and wired networks, software, peripherals and other devices such as printers and hosted servers.
- Keeping devices intact.

Inappropriate uses include but are not limited to:

- Posting, sending, accessing or displaying, transmitting, retransmitting or forwarding information through email, chat rooms and other forms of direct electronic communication that is abusive, obscene, sexually oriented, threatening, harassing, cyber bullying or other illegal activity.
- Conducting business activities for personal gain using District resources and devices.

I agree to abide by the provisions listed above and understand that consequences for inappropriate use include suspension of access to the system and revocation of the computer system account, loss of employment, and/or other disciplinary or legal action in accordance with District practices and applicable laws.

User's Signature

GBEE-E-1

User's Name

Date

Work Site

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