

# Staff/Adult Acceptable Use Policy

## Campbell County Schools: 2024-2025

**Directions: Completely review this Staff Acceptable Use Policy. Please return this form to your building principal/designee, or as otherwise directed. The signature (or electronic equivalent, as appropriate) is required for all staff/adult access to network resources.**

In partnership with the Kentucky Department of Education, the Campbell County School District provides access to and use of various technologies including the Internet and email as part of the instructional or job related process. Technology resources and network access are intended solely to support educational, administrative and instructional goals. All users are expected to use resources responsibly and will be held accountable for their behavior and communications.

All employees, volunteers and other adults wishing to use the Campbell County Schools' Network must sign an Acceptable Use Policy agreement before direct access to the Internet or electronic mail will be provided.

### **CAMPBELL COUNTY SCHOOLS NETWORK ACCESS**

(Including Internet and electronic mail) TERMS AND CONDITIONS

VERSION 1.6

Acceptable Use - Use of any organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene or sexually explicit material, or material protected by trade secret. Use for product advertisement or other commercial use, or political lobbying is not consistent with the purposes of Campbell County Schools and is inappropriate. Illegal activities are strictly prohibited.

Rights, Responsibilities, and Privileges - An Acceptable Use Policies document and form containing these Terms and Conditions Version 1.6 must be signed by all staff before directly using network and Internet resources provided by Campbell County Schools. The AUP is designed to enable all users to understand clearly their responsibilities as users of the Internet via the Campbell County Schools' Network.

Social Networks - District employees and activity sponsors may set up blogs and other social networking accounts using District resources, following the District guidelines, to promote communications with students, parents and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. Request permission from the Superintendent/designee if appropriate.
2. Ensure that the site/resource being used does not require student, staff or parent personal information and is in compliance with keeping any essential student, staff, and/or parent data secure.
3. Staff members will set up the site following any District guidelines developed by the Superintendent's designee.
4. Guidelines may specify whether access to the site must be given to school/District technology staff.
5. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" and/or obtain access prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
6. Once the site has been created, the sponsoring staff member is responsible for monitoring and managing the site to promote safe, acceptable use and observing confidentiality restrictions concerning release of student information under state and federal law.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or other applicable policies. The Professional Code of Ethics for KY School Certified Personnel requires certified staff to protect the health, safety and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to EPSB as required by law and may form the basis for disciplinary action up to and including termination.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet, and could eliminate future access.

## GENERAL NETWORK GUIDELINES

**Internet access through the school is to be used for instruction, research, and school administration. School access is not to be used for private business, personal or any non-work related communications.**

- The use of your account must be in support of education and consistent with the educational objectives of Campbell County Schools.
- You may not create or share computer viruses.
- You may not give your password to anyone.
- You may not destroy or alter another person's data.
- You may not access, share or alter anyone else's local or Internet accounts.
- You may not use the network for commercial purposes.
- You may not monopolize the resources of the Campbell County Schools Network by such things as accessing or running large programs and applications over the network, sending massive amounts of e-mail to other users, or using the system resources for games or streaming music.
- You may not break or attempt to break into Campbell County Schools' Network or other computer networks.
- You may not play multi-user games via the network.
- No illegal activities may be conducted via the Campbell County Schools Network
- You shall not circumvent security measures of the computer or Network. This includes using a "proxy or site redirect" website or program to access web pages that have been blocked.
- You shall not reveal personal information about yourself, students or others.
- Educators are expected to select instructional materials and recommend research sources.
- Educators assist in selecting and guiding students in the responsible use of technology resources, instructional materials and the Internet.
- You may not offer Internet access to any other individual via your account or the account of any other user.
- Purposefully annoying other Internet users, on or off the Campbell County Schools system, is prohibited. You are not permitted to get from or put onto the network any copyrighted material (including software). Copyrights must be respected.
- You may not use technology to threaten or intimidate anyone.
- No Privacy Guarantee - The Superintendent/designee has the right to access and review files and communications to maintain system integrity and ensure that individuals are using the system responsibly. As a user of this educational system, users should notify the Chief Information Office of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

## ELECTRONIC COMMUNICATION REGULATIONS

Employees of Campbell County Schools are prohibited from using district resources to establish Internet email accounts through third party providers. **Only Kentucky Education Technology Systems' email can be used. Microsoft O365 is the email system that is provided to all students and staff in our district, and is the only email that should be used for all school related communications.**

- Be polite. Do not write or send abusive, harassing, insulting, or threatening messages to others.
- You may not use your electronic mail account provided by Campbell County Schools, on or off campus, for communications that are not directly related to instruction, educational operations, or sanctioned school activities.
- Do not use electronic mail, for instance, for private business or personal, non-related communications. Do not forward chain letters, jokes or other emails not related to school.
- You may not access third party email accounts from the Campbell County Schools' Network
- You may not swear, use vulgarities or any other inappropriate languages.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- Follow all expectations and procedures related to confidentiality of staff and student, personally identifiable information.
- You may not access, copy or transmit another users' messages without permission.
- You may not send electronic messages using another person's name or account.
- You may not send electronic messages anonymously.

Electronic mail is not guaranteed to be private. The Superintendent/designee has the right to access and review files and communications to maintain system integrity and ensure that individuals are using the system responsibly.

## TELECOMMUNICATION USAGE

- Access to telephone and/or data service is available primarily to provide two-way communications with the school/district office, for contact with parents, and for safety/security purposes.
- Staff will refrain from using telephones during instructional time.
- All standards and regulations contained within this Policy governing inappropriate language apply to telecommunication usage. The regulations governing telephone usage also apply to District cellular and other district wireless communication systems.

**UTILIZATION OF PERSONAL TECHNOLOGIES**

A staff member who brings privately owned computers/other wireless data devices to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the staff member. The staff member is responsible for the security of the equipment when it is not being used. Software residing on privately owned devices must be personally owned. If personal software interferes with the district network software or hardware, a district technician will point out the problem, recommend possible solutions, or prohibit such use on school property.

School/District technicians will not service or repair any device/computer not belonging to the district. It is the responsibility of the device owner to carry out those solutions.

A privately owned wireless device can be connected to the district's network to provide internet access only. Access to district resources not limited to, but including network drives and copiers/printers via privately owned devices is prohibited. Use of the device on the network should adhere to the CCS AUP and all school, district, and state regulations and codes of conduct related to acceptable use of the network and resources.

Use of cell phones must adhere to school cell phone policies/expectations (as appropriate).

If school email accounts or other education related resources/data are accessed via a staff member's personal device, staff may be required to utilize Multifactor Authentication when accessing above referenced information.

No copies of student or staff information shall be left on a personal device. Any such information should be deleted/removed upon completion of tasks associated with the information.

## **NETWORK SERVICES, ACCESS, RELIABILITY. SECURITY AND DAMAGES**

**LOSS OF NETWORK SERVICES** - The Chief Information Officer, or designee, may suspend or close an account at any time as required. The administration, faculty, and staff of Campbell County Schools may submit a request to deny, revoke, or suspend specific user accounts. Users (students, staff, or community users) whose accounts are denied, suspended, or revoked do have the following rights:

- To request in writing from the Chief Information Officer, or designee, a written statement justifying the actions. This must be done within two weeks of the suspension or termination of services.
- To submit a written appeal to the Superintendent.
- Pending the decision of the Superintendent, a user can make a final appeal to the Board of Education. The decision of the Board of Education is final.

**ACCESS** –Access to network services, accounts and resources are not guaranteed and may require approval from your supervisor/Administrator, Chief Information Officer, or Superintendent. Furthermore, access to certain services, accounts and resources may require the use of multifactor authentication utilizing a personally owned device.

**RELIABILITY** - The Campbell County Board of Education will not be responsible for any damages including, but not limited to, loss of data, delays, non-deliveries, or service interruptions.

**SECURITY** - Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on the Campbell County Schools' Network, s/he must notify the Chief Information Officer.

**VANDALISM** - Vandalism shall result in the cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operation system or applications of another user, the Campbell County School Network, or any of the above listed agencies or other networks that are connected to KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

**SERVICE & REPAIRS** - District issued equipment shall only be serviced, repaired and maintained by Campbell County Staff or Designee of the district.

**STAFF/ADULT AGREEMENT:**

I have read the Campbell County Schools' Network Staff Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

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Staff/Adult Name (please print): \_\_\_\_\_

Staff/Adult Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_