Florence 1 Schools
Acceptable Use Policy for Employees

Overview

Employees in Florence 1 Schools have access to a variety of digital devices, communication systems, the Internet, other digital resources, and new technologies as they become available to support and extend the students' learning experiences. All digital resources are a vital and essential part of the operation for Florence 1 Schools. The use of any digital device or any digital resource is a privilege, not a right. Employees must sign an Acceptable Use Policy agreement form annually and must follow all guidelines stated in the agreement. The district unconditionally reserves the right for authorized personnel to review files and communications and monitor online activities. The district reserves the right to remove a user account or to disconnect any user to prevent unauthorized activity. Failure to follow the guidelines could result in disciplinary action that could include dismissal.

Acceptable Uses

At all times, employees are expected to:

- Use digital devices and resources for instructional purposes.
- Keep all passwords private. Passwords issued to school district employees are confidential. Each employee is responsible for all device activity occurring while the employee is logged in.
- Use their official F1S credentials when communicating with parents and students in their official role/capacity as an F1S employee when using district applications including, not limited to, G Suite, Google Classroom, Google Meet, Zoom, and GoGuardian.
- Comply with district guidelines when using assigned third-party accounts for approved digital resources including, not limited to, G Suite, Apex Learning, and Discovery Education. For all other digital resources used by students, Privacy Policies and Terms of Use must be checked by the employee.
- Actively monitor student use of digital devices and digital resources.
- Immediately disclose any inadvertent access to unacceptable digital resources to the building principal who will then contact the Chief Technology Officer.
- Exercise caution with food or drink when using digital devices. The employee may be held liable for damage to a digital device or digital resources.
- Be responsible for lost, stolen, and/or damaged digital devices.
- Comply with the district's Artificial Intelligence (AI) guidelines that defines learning approaches involving AI, and sets boundaries for appropriate use.

Copyright and Plagiarism

The United States Copyright Law must be followed at all times. Employees may not illegally copy text, music, software, pictures, videos or graphics from any Internet, app or software source. The "Fair Use" clause does give educators some leniency for using some pictures, music, graphics, text, etc*. for academic purposes only*. To avoid illegal use of web materials employees should always request permission from the creator/owner of material or sites and should cite the Internet, app or software source where he/she obtains information or material.

Privacy

All digital storage, including storage with contracted services comes under the direction of Florence 1

Schools. Therefore, district and network administrators will review files and communications and monitor online activities. Employees and students should not expect that files stored on district servers, cloud services or with district contracted agencies will be private. Network and digital devices and resources are provided as tools for educational purposes only. Florence 1 Schools will employ technology protection measures to ensure data integrity and security. **There should be no advertisement of links for live virtual meetings on platforms such as Zoom or Google Meet.**

Staff utilize their webcam to join and create virtual or onsite class sessions to meet with classes during live or individual sessions. Staff can mute their audio and video when needed. All users of these systems are expected to respect reasonable expectations of privacy.

Unacceptable Uses
The following uses of the school district resources, digital devices, email, apps and digital resources or accounts are considered unacceptable**. At NO time are employees permitted to:**

- Use the user names and/or passwords of others or attempt to gain unauthorized access to district resources by any means other than those assigned to the user.
- Access, review, upload, download, store, print, post, distribute, transmit, or receive digital resources that are inappropriate (pornography, hate groups, violence, illegal activity, extremist groups, online advertising, sexting, etc.) to the educational setting or disruptive to the educational process or that could cause damage or danger of disruption.
- Make attempts to degrade or disrupt equipment, software or system performance by intentionally spreading a malicious program or by any other means.
- Use district or non-district hardware, software, network equipment or infrastructure to compromise district network security or disrupt the use of the district resources for other users.
- Use proxies, spyware, or hacking tools to try and get around the district's internet filtering system.
- Engage in any illegal act to violate any local, state or federal statute or law.
- Be disrespectful in emails, postings and comments. No cyber bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Any violation of these procedures may result in disciplinary action.
- Post false or defamatory information about a person or organization, or harass another person, or engage in personal attacks, including bullying, prejudicial or discriminatory attacks.
- Post any student information or student picture on the Internet unless it is posted directly on the District/school website, posted on District-approved web and social media sites, and is in compliance with the Florence 1 School policies, including Web Publishing Guidelines, District acceptable use policies (AUPs), and social media procedures.
- Users will adhere to the F1S Web Publishing Guidelines.
- Access, copy, or download streaming media, music or website resources unless for appropriate academic purposes that follow copyright and fair use guidelines. Users will not distribute unauthorized media content to other users.
- Access chat, games, SMS, social networking, or blog sites or apps except for classroom instruction.
- Use the district resources or digital devices for unauthorized commercial purposes or for financial gain, or to purchase goods and services unrelated to the mission of the school district.
- Disrupt the educational process with personal use of digital devices and digital resources.

My signature below certifies that I have read the above and agree it is my responsibility to use the district's digital devices and digital resources. I assume personal responsibility to behave ethically and responsibly, even when technology provides freedom to do otherwise.

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Signature of Employee

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Printed Name of Employee

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Date