

Pine Hill School District

Staff Acceptable Use Policy (AUP)

Purpose

The Pine Hill School District provides technology resources to support teaching, learning, communication, and administrative functions. These resources include but are not limited to computers, mobile devices, networks, email, and Internet access. The purpose of this policy is to define acceptable use of these resources by staff members to ensure security, compliance, and responsible digital citizenship.

Authorized Devices

1. District-Issued Devices

- Staff are expected to use District-issued devices for all work-related activities.
- These devices are configured and maintained to meet District standards for security, compliance, and instructional support.

2. Personal Devices

- **Cellular Phones:** Personal cell phones may be used on District premises in accordance with building guidelines, provided use does not interfere with instructional or professional responsibilities.
 - **Other Devices (laptops, tablets, computers, peripherals):** Personal computing devices are **not permitted** for District work unless expressly authorized in writing by both the **Director of Technology** and **District Administration**.
 - Authorized personal devices may be subject to monitoring, inspection, and security configuration by the Technology Department.
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Access to Network Resources

- Staff must use their assigned District network account credentials and may not share accounts or passwords.
 - Access is provided solely for professional and instructional purposes.
 - Staff must not attempt to bypass security controls, firewalls, content filters, or other protective measures.
 - Unauthorized devices are prohibited from connecting to the District network (wired or wireless).
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Internet and Content Use

- Internet access is provided for professional, instructional, and administrative purposes.
 - All Internet activity is filtered and monitored in compliance with federal and state regulations, including the Children's Internet Protection Act (CIPA).
 - Accessing, transmitting, or storing inappropriate, obscene, or illegal content is strictly prohibited.
 - Staff may not use District resources for personal financial gain, political activity, or any purpose that violates laws, policies, or regulations.
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User Responsibilities

- Protect District data and confidential information (including student records protected under FERPA).
- Report suspected security incidents, breaches, or inappropriate use immediately to the Technology Department.
- Follow copyright and intellectual property laws when using digital resources.

- Ensure all use of technology upholds the professional and ethical standards of the District.
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Prohibited Uses

- Installing unauthorized software, hardware, or applications on District systems.
 - Attempting to gain unauthorized access to systems, accounts, or data.
 - Circumventing District filtering, monitoring, or security systems.
 - Using District resources for harassment, bullying, or inappropriate communication.
 - Connecting personal laptops, desktops, or tablets without authorization.
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Security and Compliance

- Staff must use strong, confidential passwords and change them as required.
 - Authorized devices must remain updated with security patches and antivirus protections as directed by the Technology Department.
 - Data must be stored on District-approved systems or cloud services, not on personal devices or accounts.
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Enforcement

Violations of this policy may result in:

- Removal of technology access privileges
- Disciplinary action in accordance with District policies and collective bargaining agreements

- Legal action if applicable

Acknowledgement of Acceptable Use Policy

I have read and understand the Pine Hill School District Staff Acceptable Use Policy. I agree to comply with the terms of this policy, and I understand that violations may result in disciplinary action and/or loss of access to District technology resources.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

School/Department: _____