

**MIDDLETON SCHOOL DISTRICT
#134 POLICY AND PROCEDURE
MANUAL
SECTION 5000 - Personnel
Employee Acceptable Use Policy. POLICY 5090**

General Policy:

District Technology

The Middleton School District provides school staff with information technology resources such as computers, software, networks, Internet access, E-mail and telephones (hereafter “school information technology”) to support the educational mission of District schools and to enhance the curriculum and learning opportunities for students and school staff.

The District anticipates that access to information technology will help staff share effective practices and lessons throughout the district, allow staff to stay abreast of new trends in education and enable staff to easily communicate with students, parents, and colleagues. District information technology is not intended for use as a public forum or for any purpose unrelated to school purposes.

This Acceptable Use Policy and the accompanying rules have been developed to ensure that school staff use school information technology in a responsible and legal manner. Acceptable Use shows respect for the use of a shared resource, software and intellectual property rights, ownership of information and system security and applies to employees when using school information technology on and off campus. An employee’s use of school information technology that is contrary to this Policy or rules is prohibited.

Guidelines

The following guidelines govern employee use of school information technology. These are to provide general guidelines for Acceptable Use and give examples of expressly prohibited uses. However, these expectations do not attempt to state all acceptable or prohibited activities. Employees who have questions regarding whether a particular use or activity is acceptable should seek guidance from the Director of Instructional Technology.

Each employee authorized to access District information technology is required to sign an acknowledgement form stating that they have read this Policy and the accompanying rules. The acknowledgment form will be retained in the employee’s personnel file. Any employee who violates this Policy or rules governing use of school information technology may be subject to disciplinary action, up to and including dismissal. Illegal use of school information technology will be referred to law enforcement authorities.

- A. Access to Computers, Networks, Internet, E-mail and Telephone Services
The level of access that employees have to school information technology is based upon specific employee job requirements and need. Access to school information technology is provided to the employee as a privilege, and not a right. This access is provided to current employees. Upon separation from the District, E-mail accounts are inaccessible upon separation unless other arrangements are made with the Director of Instructional Technology.

Employees are to utilize school information technology only for purposes related to the schools and the performance of their jobs. Incidental personal use of school information technology is permitted as long as such use does not interfere with the employee's job duties and performance, system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Any personal use by employees must comply with this Policy and rules.

B. Acceptable Use

School information technology shall be used in a manner consistent with The District's educational mission and Strategic Plan. Expectations for professional behavior and communication apply to use of school information technology. An employee's use of school information technology that is contrary to this Policy or rules is unacceptable and prohibited.

C. Prohibited Use

Each employee is responsible for his/her actions involving school information technology and for his/her computer files, passwords, and accounts. General examples of unacceptable uses of school information technology that are expressly prohibited include, but are not limited to, the following:

- Any use that violates any federal, state or local law or regulation, including copyright laws;
- Any use to harass, discriminate, threaten, defame, demean, or intimidate;
- Any use involving materials or language that is obscene, pornographic, sexually explicit or sexually suggestive, vulgar or profane;
- Any use for private financial gain, advertising, or solicitation purposes;
- Any use to proselytize or advocate the views of an individual or non-school sponsored organization, including but not limited to, political or religious interests;
- Fund-raising for any non-school sponsored purpose, whether profit or not-for-profit;
- Providing school E-mail addresses or telephone numbers to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes;
- Obtaining confidential information about student or employees for non-school related activities, or sharing confidential information about students or employees for non-school related activities;
- Any communication that represents an employee's personal views as those of the District or its schools, or that could be misinterpreted as such;
- Downloading or loading software or applications without permission from the Director of Instructional Technology;
- Maintaining school related social media accounts outside of the District's network
- Opening or forwarding any E-mail attachments from unknown sources;
- Sending mass E-mails to school users or outside parties for non-school purposes without the permission of the Director of Instructional Technology;
- Participating in any type of use which would cause congestion of the network or interfere with the work of others.

- Any misuse or disruption of school information technology, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school information technology;
- Revealing one's password to anyone else, using anyone else's pass-word, or pretending to be someone else when sending information over school information technology;
- Accessing or attempting to access unauthorized sites on the Internet;
- Failing to report a breach of school information technology security to the Director of Instructional Technology;
- Any unauthorized attempt to modify, delete, erase, or otherwise conceal any information that is stored on school information technology, including someone else's work or data, and any attempt to modify, delete, erase, or otherwise conceal any information that shows a violation of this Policy or rules;
- Using school information technology resources after access has been denied or revoked; and
- Any communication that violates generally accepted rules of E-mail or computer etiquette and/or professional conduct.
- Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from his/her building principal or the Director of Instructional Technology.

D. Use of Personally Owned Technology.

Aside from cell phones, the use of personally owned technology on a regular basis is prohibited. There will be times when, for example, the use of a personally owned digital camera or when a teacher demonstration, which may include personally owned items including technology, occur. Such irregular occasions are authorized, AUP guidelines still apply, but the district assumes no responsibility for damage to personally owned items. If item is needed for regular use and it fits within the District's Mission and Strategic Plan, staff member should submit request to purchase. When in doubt, ask building principal and Director of Instructional Technology about use of personally owned technology in the district.

E. No Expectation of Privacy

The District retains control, custody, and supervision of all school information technology owned, leased or paid for by it. The District reserves the right to monitor all computer, Internet, E-mail and telephone activity by employees and other system users. Employees have no expectation of privacy in their use of school information technology, including E-mail messages and stored files, regardless of whether such use is for school purposes or incidental personal use.

F. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

G. Staff Responsibilities to Students

Teachers, staff members, and volunteers who utilize school information technology for instructional purposes with students have a duty to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the Internet, E-Mail, and general Internet safety for minors and to enforce such. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal.

H. Compensation for Losses, Costs, and/or Damages

An employee being negligent shall be responsible for any losses, costs, or damages incurred by the District related to violations of this Policy or rules governing employee use of school information technology.

I. Responsibility for Mobile Devices Issued to Staff

Staff to whom a device is issued is responsible for the device at all times in school and outside of school. There should be no expectation that stolen or damaged laptops will be replaced. Only software and shareware with the appropriate licenses owned by the District can be installed in the laptops.

J. Responsibility for Unauthorized Charges, Costs, or Illegal Use

The District assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

K. Disclaimer on Liability

The District assumes no responsibility for any loss or corruption of data resulting from the use of school information technology.

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LEGAL REFERENCE:

Idaho Code Section 33-512

Code of Ethics for Idaho Professional Educators

ADOPTED: 11/11/08
REVISED: 04/13/10
REVISED: 02/14/11
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