

SUNSET RIDGE SCHOOL DISTRICT 29 APPROPRIATE USAGE POLICY FOR TECHNOLOGY #645.08

AUTHORIZATION FOR TECHNOLOGY ACCESS

Each staff member of District 29 must sign this authorization as a condition for using District technology connections and resources. School board members are treated like staff members for purposes of this authorization. The Staff Technology Usage Policy does not attempt to state all required or proscribed behavior by users, however, some specific examples are included. The failure of any users to follow the terms of this policy may result in disciplinary action and/or appropriate legal action. The signature at the end of this document indicates the party who signed has read the terms and conditions and understands their significance. Please read this document carefully before signing.

DISTRICT 29 MISSION STATEMENT

To cultivate a learning community that engages the hearts and minds of students, one child at a time.

POLICY STATEMENT

The purpose of the Sunset Ridge School District 29 Technology System is to advance and promote educational opportunities and excellence by facilitating resource sharing, innovation and communication, and by providing staff and students access to a worldwide array of academic resources consistent with the educational goals of our District. These resources are being provided to enrich educational activities as well as enhance communications within the District and between the District and community.

INTRODUCTION

This policy is designed to insure proper use of Sunset Ridge School District 29 technology resources and services by its staff members wherever and whenever they are being used. This includes technology resources owned and operated by Sunset Ridge School District 29 as well as personally owned technology resources that are connected to the school network. District 29 technology resources and personal technology resources connected to the school network will be used in accordance with the mission statement, instructional goals, any and all school policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts.

The Staff Technology Usage Policy attempts to balance the benefits of technology usage against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Technology resource users have a responsibility to use them in an efficient, effective, ethical and lawful manner so as not to abuse them, interfere with or cause harm to other individuals, institutions, or companies.

This policy will be updated as best practices dictate and as case law emerges. Any updates will be considered appendices of the District 29 Board of Education Staff Technology Usage Policy.

The Director of Technology, and/or school administrators will determine when and if inappropriate use of technology has occurred. They have the right to deny, revoke, or suspend specific user accounts and eliminate access to District equipment. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action. In the event that the Director of Technology and/or school administrators believe that a bargaining unit SREA union member is in violation of this policy, the employee and SREA union leadership will be notified prior to the imposition of discipline to allow the employee the opportunity to defend him/herself.

I. ACCESS AND USE

- A. The use of all Sunset Ridge District 29 technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use or carelessness will result in a cancellation of those privileges, pending investigation. Moreover, users of District 29's technology must be aware that the District cannot assume any liability arising out of the illegal or inappropriate use of technology resources, when used outside of the scope of employment.
- B. Users should not purchase or dispose of software, hardware, peripherals, or other technology related devices without consulting the technology staff.
- C. Staff members may use only District 29 school accounts, files, software and/or other technology resources that are assigned to, provided, or approved for him/her.
- D. Staff members should refrain from using technology resources that reduce the efficiency of use for other users and impedes normal network operations.
- E. Staff members must not attempt to disrupt any computer services or data by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, or modifying equipment or infrastructure.
- F. Staff members must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering system
- G. Vandalizing any District 29 technology resources, including, but not limited to printers, telephones, laptops, desktop computers, tablets, mp3 players, any and all handheld devices, computer systems, or computer networks is a violation of this policy.
- H. All electronic content on a personal technology device or content stored on any external storage medium that is brought to or personal off-site storage location that is accessed from the Sunset Ridge or Middlefork school network is subject to all school policies and guidelines, as well as local, state, and federal laws.
- I. Staff members should not access the District 29 local area network or wide area network resources with personal electronic devices without the explicit permission of the building principal and/or Director of Technology. Personal technology-related devices such as, but not limited to laptops, smart-phones, mp3 players, tablets, etc. connected to the school network are subject to all items covered in this policy including filtering and other applicable published guidelines. If permission is granted, the owner of said

personal device(s) bears full responsibility for maintaining school appropriate content consistent with District filtering criteria if the device(s) are being used with students, as well as adhering to all district policies and guidelines and state/federal laws.

- J. The District and Technology Department bear no responsibility for the performance, maintenance, updating, troubleshooting and repair/replacement of personal devices.
- K. Internet access providers that bypass the District filtering system, such as but not limited to Cricket, Clear, Verizon Wireless, etc., may not be used for instructional purposes.
- L. Internet access for visitors' personal devices may be available upon approval and is subject to the conditions outlined in this policy and all other school policies and guidelines, as well as local, state, and federal laws.
- M. All District technology equipment, which may include but is not limited to laptops, cameras, camcorders, and other digital devices must be returned to the Technology Department by the last day of employment. Employees taking a leave of absence for one year or more must return the aforementioned equipment so that their replacement has access to the technology necessary to fulfill their responsibilities. Exceptions regarding laptops may be made for short-term leaves where the staff member is still responsible for students.
- N. District equipment must not be used to embarrass, harass, or bully any individual or to publicize any false or damaging information about any individual, the school system or other organizations.
- O. The use of all Sunset Ridge District 29 technology resources must not be used for private, financial, commercial gain, or gambling, except as related to the administration of the SREA contract.
- P. Sending, listening, reading, or responding to text messages or phone calls from personal cell phones and other handheld devices is not allowed by staff members during class time or other assigned duties, except in emergencies or for school-related business.

II. PRIVACY

- A. To maintain network integrity and to insure that the network is being used responsibly, the Director of Technology reserves the right to inspect any and all data, including data stored by individual users on school or personal devices connected to the school network. Users should be aware that activities may be monitored, with or without notice if there is a valid basis.
- B. Sunset Ridge School District 29 has the right, but not the duty, to monitor any and all aspects of the District technology system, including all employee email and network accounts, to ensure compliance with this policy. The computers, digital devices and accounts given to employees are to assist them in the performance of their work. No one using the system should have any expectation of privacy in any items they create, send or receive while using Sunset Ridge computers and/or digital devices. The computer, digital devices and telecommunication system belongs to Sunset Ridge School District 29 and are intended for school purposes.
- C. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and professional communications.

- D. Users should avoid storing their personal and/or private information on the District and/or schools' technology resources and hereby agree to hold the District harmless from any liability from unauthorized use or loss of their personal information.
- E. Electronic copies of student or staff personal information are prohibited from being emailed outside the District 29 Technology System or stored/saved on external storage devices or portable devices that are not owned by the District except as related to the administration of the SREA contract and subject to all relevant provisions of Illinois School Code and all other relevant state and federal laws. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Director of Technology should be notified immediately.

III. DATA SECURITY

- A. Staff members are expected to follow all local, state and federal laws and District policies regarding the protection of student and staff confidential data.
- B. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but District 29 cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.
- C. All staff members must take all reasonable precautions to prevent unauthorized access to accounts, passwords, data and any other unauthorized usage within and outside the Sunset Ridge District 29 schools. Any such unauthorized usage shall be reported immediately to the Director of Technology.
- D. Staff members shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.
- E. Staff members may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Staff members may not allow others to use his/her network account and/or password to access the network, email, District web site, Power School, Skyward or any other online school service without explicit permission. Student accounts and passwords may be accessible to staff members for academic purposes.
- F. Reasonable steps and procedures will be taken to secure student records, media center collections, health records, and accounting information, and such information shall be backed up in a routine manner, with such information being maintained in secure off site storage.
- G. The District 29 technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

IV. COPYRIGHT

- A. All copyright laws must be followed.
- B. Any questions about copyright provisions and legal and ethical practices should be directed to the administration who may consult others in the District.
- C. Illegal copies of software may not be created or used on school equipment.
- D. Plagiarism of materials and resources is not allowed.
- E. Copyright is implied for all information (text, data, and graphics) published on the Internet. Employee web page authors will be held responsible for the contents of their pages. It is the employee's responsibility to secure proper permission before "borrowing" icons, sounds, videos or graphics from other pages. "Terms of Use" provisions must be followed at all times.
- F. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.
- G. In almost every case, if a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or loading the contents of one disk onto multiple computers is not allowed.
- H. If more than one copy of a software package is needed, a site license, lab pack, network version, or Internet portal license must be purchased. The district Director of Technology will be responsible for determining how many copies should be purchased.
- I. The Director of Technology, the Directors of Library and Information Services, and School Administrators are authorized to sign license agreements for a school within the district.
- J. The District technology staff is responsible for the installation of all software on the wide area network, local area network and/or individual workstations/laptops and hand held devices within the Sunset Ridge School District. Other designated staff may install software on local workstations/laptops with permission by the Director of Technology.
- K. Staff members should not post or publish student work without written consent from the student's parent/guardian. Copies of the Consent and Release Forms are maintained and updated at each school.

V. EMAIL

- A. Sunset Ridge District 29 provides access to email accounts for all staff members, student teachers and long-term substitutes. Email accounts may be granted for school related organizations, clubs or classes with a designated staff sponsor(s). Sunset Ridge District 29 will make a reasonable effort to maintain (backup) email for normal business operations.
- B. Technical support is solely provided for Sunset Ridge District 29 email accounts used to conduct school business.
- C. Personal use of email is permitted as long as it does not violate any Sunset Ridge District 29 policy and/or adversely affect others or the speed of the network.
- D. Use of Sunset Ridge District 29 email accounts to harass or threaten others is strictly prohibited.
- E. Sunset Ridge District 29 email accounts may not be used for political activity which is unrelated to the business/activities of professional organizations such as SREA, IEA, IASA and IASBO, etc. No political use regarding referenda or other elections is allowed.

- F. Sunset Ridge District 29 email accounts may not be used for personal gain, commercial purposes or profit.
- G. Mass or large group emails and chain letters may not be sent to staff and/or parent lists unless for school related business or permitted matters under the collective bargaining agreement.
- H. When employing email, all staff members are responsible for maintaining professionalism at all times. Staff members must be constantly mindful of the need to carefully review and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be polite and non-abusive. All emails must be free of harassment of others on the basis of race, national origin, ethnicity, religion, gender, sexual orientation, age, or disability and deemed acceptable to a general audience.
- I. Sunset Ridge District 29 accounts may not be used for attempting to send or sending anonymous messages.
- J. Sunset Ridge District 29 email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.
- K. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.
- L. The Technology Department will notify staff when unnecessary emails need to be deleted due to limited storage capacity.
- M. Incoming and outgoing email is filtered by the District for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Sunset Ridge District 29 cannot assume any liability for such breaches of the filter.
- N. Email accounts will automatically expire on the last full day of employment. Exceptions may be considered on a case by case basis. Employees on a leave of absence for one year or less will retain their email accounts.
- O. At the discretion of the Director of Technology and/or Sunset Ridge District 29 Administration, email accounts may be locked with or without notice due to inappropriate use based on but not limited to items stated in this document.

VI. INTERNET USE

- A. The intent of Sunset Ridge School District 29 is to provide access to resources available via the Internet with the understanding that staff will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology use, as well as local, state, and federal laws apply to Internet use.
- C. Teachers should screen all Internet resources before projecting them in the classroom.
- D. Internet activity of staff members can and will be monitored if there is suspicion of abuse or misuse as stated in this document.
- E. Internet access for all users is filtered through one central point by URL (web address) and by IP address and may be filtered by keyword.
- F. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list only by the Director of Technology upon administrative approval.

- G. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking, must send specific URLs to the Technology Department.
- H. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.

VII. WEB PUBLISHING

- A. Sunset Ridge School District 29 web site is limited to usage associated with activities, educational programs and the mission of Sunset Ridge District 29 and its schools. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.
- B. All pages posted on the Sunset Ridge School District 29 web site must be designed/written using the District's web site hosting service. Custom designed web pages that are framed within the interface are also acceptable.
- C. All teachers have a primary home page housed on the Sunset Ridge School District 29 web site that at a minimum includes the name or title of the person responsible for the content, school phone number(s) and email address. Teacher web pages housed on the Sunset Ridge School District web site and links from the web pages should be for curricular activities and academic enrichment. Links to personal blogs, social networking sites, advertisements unrelated to District business, and/or personal web pages are prohibited. Exceptions for current links to personal pages may be approved by administration upon review. Approval will be based on adherence to all rules within this policy.
- D. Posting of student photographs, names, videos or academic content on the District 29 web site is allowed in accordance with the signed "Consent and Release" form and in accordance with FERPA guidelines. Individual students may only be identified by first name and at times first letter of last name. Group photographs without names are preferred.
- E. Access to information on the District web site about off campus student activities must require the student/parent to sign in.
- F. Posting of personally identifying student information of any kind on the Sunset Ridge School District 29 web site is prohibited. Personally identifying information includes but is not limited to home address, home phone numbers, full name, birthdays, and social security number.
- G. No written permission is required to list faculty/staff and their school contact information (phone extension and Sunset Ridge email address.)
- H. Permission for publishing individual and/or group employee photographs/video on the Sunset Ridge website requires a Consent and Release form signed by the employee.
- I. Infringement of copyright laws, and the posting of obscene, harassing or threatening materials on District web pages are against the law and are subject to prosecution.
- J. Posting insults or embarrassing information on District web pages is not allowed. Harassment of others on the basis of race, national origin, ethnicity, religion, gender, sexual orientation, age, or disability is strictly prohibited as is anything which is considered bullying.

**SUNSET RIDGE SCHOOL DISTRICT 29
STAFF TECHNOLOGY USAGE POLICY**

ATTESTATION

I, _____, state that I have read the SUNSET RIDGE SCHOOL DISTRICT 29 STAFF TECHNOLOGY USAGE POLICY for the Sunset Ridge School District 29 network and agree to all of its terms.

I am aware that any violation of the SUNSET RIDGE SCHOOL DISTRICT 29 STAFF TECHNOLOGY USAGE POLICY may subject me to disciplinary action.

All technology-related property that I have authored or generated through the use of District 29 technology network and/or resources must be authorized by Sunset Ridge School District 29 or it is the sole property of Sunset Ridge School District 29.

Signature of User

Date