# School District 13 Technology Use Guidelines for Staff

District 13 has made a significant commitment to technology and provides these resources to its students and staff for educational and other appropriate professional activities. The goal in providing these resources is to develop thoughtful, efficient and responsible users of technology by promoting educational excellence and fostering high quality personal learning. District 13 firmly believes that technology resources, including the use of the Internet, are of great importance in today's environment. At the same time, School District 13 recognizes the need to develop guidelines in relation to the use of these resources.

To this end, the following acceptable practice guidelines have been developed to protect District 13's investment in technology and to inform users of appropriate and responsible usage. Since access to the technology resources of School District 13 is a privilege and not an entitlement or right, these guidelines are provided so that users are aware of the responsibilities they are about to acquire.

**Definition of District Technology Resources**

The information systems and technology resources covered by these regulations include all of the District's computer systems, software, access to the Internet, and networks and their various configurations. The systems and networks include all of the computer hardware and peripheral equipment, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROMs, clip art, digital images, digitized information, communications technologies which include audio and video capability, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

**Authorized Use**

- Authorized use of the School District's technology and the Internet shall be governed by administrative procedures developed by the Superintendent and the Board of Education.
- Access to the District's technological resources will be granted only upon receipt of the appropriate consent form agreeing to adhere to the acceptable use guidelines.
- The District's Technology Resources are a part of the District 13 curriculum and have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material that users access and post through its technological resources. Users of these resources are expected to follow the general use policy, any rules found in District or school handbooks, any Board or administrative directives, and all applicable local, state, federal and international laws.
- Authorized use does not include the advancement of personal opinions or commercial use

**No Expectation of Privacy**

All technological resources, along with associated network wiring and management devices, are owned in their entirety by School District 13. All information, correspondence and communication contained in the files that reside on District 13's technological resources, or that was sent or received using District Technology resources, are owned by District 13. Therefore:

- Users waive their right to privacy with respect to their files and communications and consent to access and disclosure of them by authorized District personnel and those external personnel designated by the Superintendent. Authorized district personnel shall be identified by the Board or Superintendent and shall include, but not be limited to, the Superintendent, the Assistant Superintendent, Principals and Assistant Principals. Technical support personnel also have access to files while performing their roles.
- All electronic messages that are sent to or received from District 13's primary e-mail system are archived on a secure server. Electronic messages are held for a maximum of 104 weeks from the

time messages were sent or received. Messages sent or received beyond 104 weeks cannot be retrieved by the archiving system. No archive system backups that exceed this defined retention period are stored.

**Staff Responsibilities**

- Individual users are responsible for their use of the network and are expected to use professional discretion when using the District's technological resources.
- Staff is responsible for explaining guidelines for technology and Internet use to students and is also responsible for monitoring student access to these resources. Teachers shall evaluate Internet sites before using them with students when practical.
- Network passwords are to be used exclusively by the authorized owner of the password. Passwords must never be shared with others. Do not allow anyone to access the network unless under their own password. If you are logged into the network, leaving a computer not password protected enables anyone to potentially access your files and e-mail which makes you responsible. Owners of passwords shall be responsible for actions using the password.
- Any access under an individual's password or any receipt under their password will make that individual responsible for transmission or receipt. Access to certain information and files may be restricted. Users who are provided access to such restricted information and files shall exercise care to prevent unauthorized persons from gaining access to such information and files. Such users must make a good faith attempt to maintain the confidentiality of such information.
- Users shall not modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- E-mail accounts are provided to each staff member of School District 13. The software and hardware that provides staff e-mail capabilities are not to be considered a private, personal form of communication. Therefore, it is a wise practice to not write anything in e-mail messages that would not be acceptable for the whole world to know – there are no private messages on the Internet or in e-mail. Additionally, the contents of any communication of this type would be governed by the Freedom of Information Act. The District would have to abide and cooperate with any legal requests for access to e-mail contents by the proper authorities.
- Since e-mail access is provided for school business related use, the forwarding of messages that have no educational value or professional purpose, are not acceptable use. Staff shall not use electronic mail communication to create, communicate, repeat or otherwise convey or receive any message or information which is illegal, indecent, obscene, defamatory, likely to constitute harassment of another staff member, student, or any other individual, disparages any individual, is likely to cause disruption in the schools, or is otherwise inconsistent with the District's curriculum and educational mission.
- Staff members shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.
- Subscriptions to Internet listservs must be limited to professional activities.
- Staff shall not use the District's computer network or District means of access to the Internet for personal, financial or commercial gain.
- Attachments to e-mail messages should include data files only. At no time should program files (typically labeled ".exe" files) be attached due to software licensing requirements.
- Requests for personal information on students or staff members should not be honored via email.
- Users are responsible to inform professional staff of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of any copyright violations, and any other inappropriate issues involving use of hardware or access.

**Internet Filtering**

- School District 13 subscribes to an Internet filtering system, as required by the federal Children's Internet Protection Act (CIPA), to filter out sites with content considered unacceptable for educational use. While using District 13 technology resources, no user may attempt to bypass this filtering system or attempt to access the Internet in any other way. It is recognized that no filtering software is completely reliable. District 13 does not represent that users will not have access to inappropriate or objectionable material. The responsibility for appropriate use of the Internet lies with the user.

### Software & Hardware Use & Installation

- Only authorized persons are permitted to install software and/or hardware on District technological resources.
- No software or hardware is to be installed on District resources without the licensing agreement that allows the installation. Users must not connect or install any computer hardware or software which is their own personal property to or on the District's resources without prior approval of the Technology Team and district administration. In addition, such hardware or original media software purchased by individual users must be accompanied by a legitimate proof of purchase. Users must not download any material or software from the Internet for which a fee or license agreement is required without the approval of appropriate building or district level administrators.
- The District Technology Team is responsible only for installing District purchased and approved software. Installing and troubleshooting personally purchased software that has been approved by an administrator will be available by the Technology Team as time permits and as District resources allow. It is the policy of District 13 to abide by all software licensing agreements and the District Technology Team will be responsible for maintaining a licensing agreement file.
- At times, it is necessary for the District Technology Team to reformat hard drives. Reformatting completely erases all contents of a hard drive. District software will be reinstalled but the District Technology Team will not reinstall unapproved copies of software nor will they be able to retrieve any data files, which are required to be saved to a user's home drive. Users are personally responsible for making backups of any data files that may have been stored on a local hard drive.

### Privately Owned Electronic Devices

- Staff who choose to bring privately owned electronic devices are responsible for the safety and security of those items. Responsibility for the maintenance and repair of the equipment rests solely with the owner. Any damage to the equipment is the responsibility of the individual.
- Any electronic device that can connect in any way to the District 13 wired or wireless network is considered a computing device under this policy. For the purposes of the guidelines in this document, privately owned computing devices are treated as District 13 owned computing devices.
- District 13 retains the right to determine where and when privately owned computing devices may be connected to the network.

### Copyright Issues

- Users must abide by all copyright laws and their accompanying guidelines and respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright.
- Under the "Fair Use" doctrine, unauthorized reproduction or use of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. All users must follow the "Fair Use" guidelines when using information gained from the Internet. (Refer to: http://www.adec.edu/admin/papers/fair10-17.html for Fair Use Guidelines.)

**Commented [MSR4]:** This is likely overly broad. Suggested change:

"For purposes of the guidelines in this document, privately owned computing devices that are connected to the District 13 wired or wireless network are treated as District 13 computing devices."

- Users shall not plagiarize. This also applies to works that are found on the Internet or through other electronic resources. Plagiarism is presenting the ideas or writings of others as one's own. It is important for users of technology to cite sources used in papers and presentations both from an ethical and legal standpoint.

**Publishing on the Web**

- Staff members publishing information on the Internet using the District's technology resources are, in effect, publishing such information on behalf of the District. Consequently, with the exception of e-mail, information published on the Internet using the District's resources should be approved by an administrator or other authorized District personnel. See WEB PUBLISHING GUIDELINES for specifics regarding this issue.

**District Responsibility**

- Although it is the District's goal to develop responsible users of technology, it must be understood that making network and Internet access available, even with the use of an Internet filtering service, carries with it the potential that network users will encounter sources that may be considered controversial or inappropriate. Because of this the District is not liable or responsible for the accuracy or suitability of any information that is retrieved through technology. Additionally, because no technology is guaranteed to be error-free or totally dependable, the District is not responsible for any information that may be lost, damaged or unavailable due to technical difficulties.
- Again, it is important to remember that the use of District technology is a privilege and not a right. Because of this, the District has the right to determine consequences as it sees fit for any violation of these guidelines.

**Commented [MSR5]:** This also implies that there is another document. I could not locate one. If there is one, it should be reviewed. If not, this phrase can be deleted. Alternatively, there are references to web publishing in Board Policies 5:125 (Personal Technology and Social Media; Usage and Conduct) and 7:310 (Restrictions on Publications; Elementary Schools) that could be cited instead.