

Technology Responsible Use Policy #524: Summary for Staff

We should all be aware that the school board has established a policy that defines what constitutes responsible use of the district's technology resources for all users. This Responsible Use Policy (RUP) applies to all students and staff. The entire policy (#524) can be found online at <http://bhmschools.org/information/policies>

Limited education purpose

The purpose of this document is to provide a quick summary of the most important elements of the district's policy. First, please understand that the district provides technology for a "limited education purpose" as described in section III of the policy:

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

The district has no right or desire to monitor what you do on your own computer in your home, but it has a clear educational and legal interest in ensuring that its equipment is used appropriately. **If you are unsure whether a particular use of school equipment is appropriate within the guidelines set forth in the RUP, please talk to your direct supervisor.** Most cases are straightforward and could be answered by asking yourself this simple question:

Would it be OK if my supervisor knew that I was using the district's resources for this purpose?

Expectation of privacy

Staff members must understand that there should be *no expectation of privacy with respect to school-owned technology or information passed through the schools network*. The district's technology department may use filtering software to monitor software and traffic on the district's computers and network for security purposes. Such monitoring software may inadvertently capture all kinds of information that could uncover an unacceptable technology use. The Technology Department will report abuses of the technology system to the employee's supervisor.

Additional notifications

Please see the reverse side of this document for additional information regarding user responsibilities.

Required User Notification: School Board Policy 524

School board policy 524 requires the district to notify users of its technology systems of the following:

1. Access to the Internet is subject to compliance with all school district policies
2. The school district is not responsible for information stored on individual disks, computers, or servers; information retrieved through school district computers, networks, or online resources; personal property used to access school district computers, networks, or online resources; or unauthorized financial obligations resulting from use of school district resources or accounts to access the Internet.
3. The contents of files or email may be scanned at any time as part of the routine maintenance of the district's technology. Employees should not consider the files stored on: school district devices or computers, the network, or Internet cloud services, or the contents of their email private.
4. Even though the district employs filters to keep objectionable content from students and staff, the filters are not foolproof. The filters alone cannot enforce the provisions of this acceptable use policy.
5. All provisions of the acceptable use policy are subordinate to local, state, and federal laws.
6. In addition to reading policy #524 employees need to be aware and comply with the eCommunication guidelines referenced in the policy.
7. BHM Schools Policy 406 on public and private personnel data and Policy 515 covering protection of public records govern eCommunications including the collection, creation, reception, maintenance and dissemination or distribution of data via the Internet.
8. Legal or disciplinary action may be taken in response to violations of the district's acceptable use policy.

I have read and understand the terms of the Buffalo-Hanover-Montrose Schools Responsible Use Policy for district technology and agree to abide by them.

Name (please print)

Signature

Date