

1 **Browning Public Schools**
2 **Policy: Staff Acceptable Use of Technology Agreement**
3 **Regulation: #5460F**
4

5 At Browning School District #9, we believe that technology is a powerful tool to enhance learning, enabling
6 students and staff to access information and collaborate with others across the school, community, and the
7 Internet. We believe that all students, staff and parents must be good digital citizens by following standards of
8 *acceptable use* when using either school-owned technology (software, hardware, school network, Internet) or
9 their own personal electronic device for school purposes while employed at Browning School District #9. The
10 declaration below outlines these standards of acceptable use. Once signed, it will act as an agreement between
11 Browning School District # 9 and
12

13 _____
14 Staff member's name (printed)
15

16 This declaration must be reviewed and signed by the staff member in order to use *school technology* (including
17 computers, cameras, tablet devices i.e. iPads, etc.) while on or off campus or to use their own *personal electronic*
18 *devices* while on campus.
19

20 **Section A: Staff Member Declaration**

21 As a staff member of Browning School District #9, I value having access to technology to support my teaching or
22 support position. I know that along with this privilege goes great responsibility. To demonstrate my commitment
23 and understanding of the level of responsibility that is required, I agree to each of the expectations and guidelines
24 listed below.

- 25 • I understand that having access to technology in school is a privilege and that this privilege may be
26 revoked if I fail to fulfill my responsibilities as a user of this technology. I will comply with all the
27 policies and rules pertaining to the use of technology, which the district has established or may establish
28 in the future.
- 29 • When connected to the Internet, I will not reveal any information protected under FERPA or other laws
30 and regulations.
- 31 • I will take full responsibility for, and respectfully use, the technology available to me in the district. For
32 example, this means I will use proper care if transporting, handling or operating any electronic device
33 (e.g. computer, camera, tablet device, etc.) while in district, whether it belongs to the district, another staff
34 member, a student, or myself.
- 35 • I understand that the district uses a content filter on its Internet access, yet I know it is possible that I may
36 encounter inappropriate material. I will immediately close the application(s) that depicts this material and
37 report it to the technology director or their designee.
- 38 • I understand that personnel from District Technology have access to information about every web page I
39 visit and files I create on school computers. I further understand that all e-mail communications are
40 archived for an indefinite period of time as well as the district may utilize various electronic monitoring
41 devices and/or software. I am aware that this information may be monitored and viewed by appropriate
42 district personnel for any reason. I understand that this limits privacy as it pertains to the use of the
43 technology that is assigned to me and information that is stored on school-provided (local and web-based)
44 file storage spaces. I further understand that I will make no attempt to circumvent the district's filtering or
45 monitoring solutions.
- 46 • I will not download or install any software, music, movies, or files of any nature unless I have been
47 granted specific permission to do so by district technology and the copyright holder grants permission or
48 proper licensing has been secured.

- 1 • I will always log out of the computer when finished using it, or when moving out of sight of the
2 computer. (Any actions done on a computer when YOU are logged in are directly traceable to you.) I will
3 not access or use the account of a student or another staff member. If I notice another student or teacher
4 has not logged out of a computer I am using, I will notify them (if possible) and log out.
- 5 • I will use a camera (or any device with a camera, e.g. cell phone, netbook, laptop, etc.) to take photos
6 during school in an appropriate and responsible way both in school and on school supported field trips.
7 School Administration may search my camera/phone/netbook memory if they feel school rules or laws
8 have been violated.
- 9 • I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or
10 images. I will not use the technology in any way that negatively affects students or other staff members.
- 11 • I understand the use of district technology resources for purposes of personal gain (i.e running a business)
12 or for the promotion and/or support of individuals running for political office are prohibited.

13 **Section B: Staff members bringing their own personal electronic device to school**

14 Staff members in the district may bring their own personal electronic devices (*including digital cameras,*
15 *computers, web-enabled phones or personal devices (e.g. iPads, iPod touches, Kindle Fires, Android Tablets,*
16 *laptops, etc.)* which may or may not be able to connect to the school wireless network. When at school, all of the
17 above conditions apply to these staff-owned, personal electronic devices, in addition to the following:

- 18 • I will only connect to the school wireless network, and NOT to the school's wired network, nor any other
19 (external) wireless network. This includes NOT connecting to 3G/4G or cellular type networks while on
20 school campus. Appropriate permission will be secured through the building administrator and district
21 technology to make Internet resources available through the district filter on a temporary basis.
22 *This is a condition of the district's e-rate application and jeopardizes a significant funding source to the*
23 *district should the district be found to provide non-filtered access to students and/or staff.*
- 24 • The device I am using will have virus protection software that is up-to-date.
- 25 • I will turn off all peer-to-peer (music/video/file-sharing) and streaming software services on my device
26 while connected to the school network.
- 27 • I understand the security, care and maintenance of my device is my responsibility. I will securely store
28 and charge my device when not in use.
- 29 • I understand that the district is not responsible for the loss, theft or damage of my device. I am fully
30 responsible for my property while it is at school. I understand that should I leave my device in the custody
31 of another staff member or student that they are not responsible for the loss, theft or damage of my
32 device.
- 33 • I understand that personnel from District/School Administration may access my personal electronic
34 device if there are reasonable grounds to believe that there has been a breach of district rules or law and
35 that a search of the device would reveal evidence of that breach whether that search does or does not
36 reveal a breach. This may include, but not limited to, audio and video recording, photographs taken on
37 school property that violates the privacy of others, issues regarding bullying, verification that the staff
38 members device is connected to the school network correctly, etc. The staff member further agrees to
39 provide appropriate passwords or log into devices to assist in this section.
- 40 • I will follow standards of professional conduct in the use of audio/video recording devices in school.

1
2 **Browning School District No. 9**
3 **Acceptable Use of Technology Agreement and Staff Member Declaration:**
4

5 This is to certify that _____, has read, understands, and
6 will abide by all the acceptable use requirements on all pages as set forth in this agreement.
7

8 I agree that if I fail to keep my commitment to doing those things listed above that I may have my school district
9 network and/or school computer privileges revoked either temporarily or permanently. It is my responsibility as a
10 staff member to meet all conditions of my employment in the event of a revocation of network privileges. I
11 understand that there may be other disciplinary consequences if there has been a breach of school rules, district
12 policies or laws up to and including suspension and/or termination of my employment with Browning School
13 District 9.
14

15 _____
16 Staff member signature Date _____
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18
19
20

21 Notes:

22 ¹ A personal electronic device includes any of the following that is owned by the staff member: laptop computer,
23 netbook, smart phones, iPads, tablet computers (or other devices with Internet access – e.g. BlackBerry, Cell
24 Phone, iPod Touch, PDA, Nintendo DSI, etc.) This list is meant to only list possible examples and to include
25 devices with similar type capabilities as they come to market.

26 ² Sites like creativecommons.org and jamendo.com offer content which can be used legally and for free
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28

29 I choose to **not accept** this agreement, with the understanding that I will not be allowed computer or
30 Internet access at Browning Public Schools. I will be responsible to find alternative means to
31 satisfactorily perform the duties of my position.
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34

35 _____
36 Staff member signature Date _____
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44 Adopted on: 6/26/13

45 Revised on:
46
47