

Harrisburg School District	NEPN Code:
Policy Manual	

ELECTRONIC TECHNOLOGIES RESPONSIBLE USE STAFF

The district purpose in offering access to the district's electronic technologies, or use of personal technology devices for staff, is more specific than providing them with general access. Use of the district's electronic technologies is for educational/school business purposes and is a privilege, not a right. All employees of the district are considered role models. If inappropriate use of technology impacts the employee being a positive role model or the ability to perform job duties effectively, disciplinary action may occur up to and including termination.

Overview

Access to the district's computer network and electronic technology use enables staff to explore libraries, databases, webpages, other online resources, and exchange messages with people around the world. The district expects instructional staff to blend safe and thoughtful use of such experiences throughout the curriculum while providing guidance to students.

- A. With respect to any of its computers or other devices with internet access, and personal devices with access to the district's network, the district will follow the guidelines provided by, but not limited to the Children's Internet Protection Act (CIPA), the Neighborhood Children's Protection Act (NCIPA), and Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), Free Appropriate Public Education (FAPE), and American Disabilities Act (ADA).
- B. Electronic technologies are assets of the district and are protected from unauthorized access, modification, destruction, or disclosure. Use of personal devices while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to internet use, including copyright laws.
- C. The district reserves the right to monitor, read, or copy any item on or using the district's electronic technologies, including its network. Users should not expect privacy in the contents of personal files on the district system.
- D. The district employs technology protection measures which will attempt, as best possible, to block or filter Internet access to any visual depictions that are obscene or harmful to minors.
- E. Staff will not vandalize, damage, or disable any electronic technology or system used.

Unacceptable Uses of Electronic Technologies & District Network

The following uses, while either on/off district property and/or personal electronic technologies while on district property and district network, are prohibited:

- A. Users will not use electronic technologies to create, access, review, upload, download, complete, store, print, post, receive, transmit, or distribute:
 - Pornographic, obscene or sexually explicit material or other visual depictions;

- Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process. Examples include, but are not limited to those that advocate violence, discrimination, disrespectful behavior, or that may constitute harassment, engage in false or defamatory information, or threatens the safety of others.

B. Users will not use electronic technologies to engage in any illegal act or violate and local, state, or federal laws.

C. Users will not use electronic technologies to vandalize, damage, disrupt, or disable the property of another person or organization. Examples include, but are not limited to making deliberate attempts to degrade or disrupt equipment, spreading computer viruses, engaging in “spamming” or “hacking,” or gaining unauthorized access to information or another person’s materials or systems

D. Users will not use electronic technologies to post information in public access areas regarding private or confidential information about another person specifically, but not limited to, social networks. Private or confidential information is defined by board policy, state and federal laws.

1. This paragraph does not prohibit communications between employees and other individuals when such communications are made for legitimate education, business, or personnel reasons.
2. This paragraph specifically prohibits the use of electronic technologies to post private or confidential information about another individual, employee or student, on social networks.

E. Users will not use electronic technologies to violate copyright laws or usage licensing agreements.

F. Users will not use electronic technologies to offer or provide goods or services for financial gain.

G. Users will not enter into any agreements, i.e. “Accepting Terms & Conditions” when downloading or purchasing applications or software programs without permission of the Technology Department.

H. Users must not deliberately or knowingly delete or tamper with a student or employee file.

Responsible Use Agreement

The proper use of the internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents or guardians, and employees of the district.

The Responsible Use Agreement Form must be read and signed by the staff member in order to be granted access to the Internet via the district network.

Liability

Use of the district's technologies is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, for example data loss. The district is not responsible for the accuracy or quality of any device or information obtained through, or stored on, the school district system, nor is it responsible for damages or injuries from improper communications or damage to property used to access school computers and online resources. The district will not be responsible for financial obligations arising through unauthorized use of the district's educational technologies or the internet.

By this language, as a public governmental entity, the indemnity clause of Facebook's Statement of Rights and Responsibilities is nullified.

Email

The district provides access to electronic mail for communication between district employees, students, families, and community.

- A. The email system will not be used for outside business ventures.
- B. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
- C. Appropriate language must be used when communicating using the district email system or network.
- D. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws.
- E. All emails to a student's parents or guardians about a student must adhere to the following precautions:
 - 1. Do not use email to communicate about confidential student information unless the parent or guardian has requested the communication.
 - 2. Do not put information in an email that you would not put on district letterhead.
 - 3. Emails containing student information should be sent to the parent or guardian's email as provided on the school's student information system.
- F. Employees will not provide access to their email accounts to non-employees.
- G. Employees will report inappropriate emails to his/her administrator or supervisor.

Social Media/Networking

Due to the wealth of new social media tools available, products and documents have the potential to reach audiences far beyond the district. This translates to a greater level of responsibility and accountability for everyone. Staff engaging in unprofessional and/or immoral conduct on social networking sites which are viewed by students, parents, or community members may result in

discipline. Below are guidelines employees in the Harrisburg School District should adhere to when using such tools whether on personal and/or professional accounts.

A. Personal Responsibility

1. It is strongly encouraged for employees to set up a professional profile separate from their personal profile if they are going to interact with students via social networks.
2. Harrisburg School District employees are personally responsible for the content they publish online.
3. Online behavior should reflect the same standards of honesty, respect, and consideration that you use face to face. What is inappropriate at the work-place would also be deemed inappropriate online.
4. The lines between public and private, personal and professional are blurred in the digital world. By virtue of being a Harrisburg School District employee online, you are connected to colleagues, students, parents, and the school community. You should ensure that content associated with you online is consistent with your work at Harrisburg School District.
5. When contributing online, do not post confidential student information. Be mindful that pictures can even disclose confidential information unintentionally. Be aware of everything that you post.

B. Disclaimers

1. It is recommended Harrisburg School District employees include disclaimers within their personal blogs and comments that the views are their own and do not reflect on their employer. For example, "The postings on this site are my own and don't necessarily represent Harrisburg School District's positions, strategies, opinions, or policies."
2. This standard disclaimer does not by itself exempt Harrisburg School District employees from unacceptable or insubordinate behavior when blogging or posting comments.

C. Use

1. By posting comments, having online conversations, etc. be aware that even with the strictest privacy settings, what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain.
2. Comments related to the school should always meet the highest standards of professional discretion.
3. Prior to posting photographs and videos of fellow employees, permission should be sought from the subject(s) where possible.
4. Before posting photographs or videos, thought should be given as to whether it is a positive reflection of you and your professionalism.
5. Images relating to alcohol or tobacco use maybe deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token, an extension of your professionalism. If it seems inappropriate to put on the wall, should it be put online?
6. Personal Social Media is prohibited during working hours.

Adopted:

Revised