

Internet AND Network Acceptable Use Policy for Staff of USD 362

Access to computer and network services is a **privilege** – not a right. All users must share the responsibility for seeing that our district-owned computer facilities are used in an effective, ethical and lawful manner. Users are responsible for adhering to the guidelines that follow.

District Network/Internet/E-Mail Guidelines

- **Use for Learning Purposes.**

Users will agree to use the Internet only for lawful and/or **school-related purposes**. This means that cluttering the system with junk mail such as forwarded messages that you yourself would not type up and hoaxes like “Gap Certificates” are not acceptable use of school resources and indicate a misuse of time.

School computer networks and Internet access are provided to support the educational mission of the school.

They are to be used primarily for school-related purposes. Incidental personal use of school computers or mobile devices must not interfere with the employee’s job performance, must not violate any of the rules contained in this policy or the Student Acceptable-Use Policy, and must not damage the school’s hardware, software or computer systems.

- **Expect No E-Mail Privacy.** Users shall have no expectations of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computer systems is subject to monitoring by the administration at any given time. All user communications, including text and images, that may indicate a violation of law or policy could be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
- **Respect System Set-Up.** Be certain to log off when away from desk or leaving for the day. (This prevents unauthorized access to your files). Refer to Kansas Statute 21-3755 for clarification.
- **Protect Passwords and Do Not Share With Anyone**
 - Users will protect their passwords and help to maintain the security of the network.
 - Passwords should not be posted on computers because this undermines network security.
 - The user shall not give personal information of students or staff, including name, password, etc., to others.
 - For enhanced security purposes, passwords may be changed **at least one time per year**.
 - **Staff** giving his/her password or **authentication information** to a student undermines the security of the entire network.
 - **Users should lock computer screens every time they walk away from their computers.**
- **Use Only Approved Software, Hardware and Apps Installed By Technology Administrator.**
 - No software applications may be loaded on computers.
 - Playing Internet computer games, running utilities and copying or downloading mp3s and other copyrighted materials is prohibited. District software auditing tools will detect any software that does not comply.
- **Abide by Copyright.** District policies on copyright will govern the use of material accessed through the district system. Because the extent of copyright protection of certain works found on the internet (including text, video, music, photos, illustrations, and artwork) is unclear, users will make a standard practice of requesting permission of the holder of the work if their use has the potential of being considered an infringement. “Fair Use” for educational situations *usually* allows for use of small portions (approximately 10% of an entire work) as long as there is no commercial use.
- **Access Appropriate Sites.** Users will access, save, or use only “school-appropriate” language, pictures, text, or any other data on/from the Internet. The following uses of district-provided Internet, network and e-mail are not permitted:
 - To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
 - To transmit obscene, abusive, insulting, harassing, sexually explicit, or threatening language;
 - To use another’s password or allow someone to use your password;
 - To intentionally introduce malicious code or viruses into any computer resource **or mobile device**.
 - **If you or a student inadvertently get to an inappropriate site or come across an ad on an app, it is vital that staff contact IT as soon as possible, so precautions can be taken that no other students gain access.**

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Inappropriate use and/or transmission of any material via the Internet or any other method of violation of any United States or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by a trade secret.

- **Follow Directions.** Users will adhere to printing, file-saving, and e-mail distribution guidelines as directed by administration.
 - **On Kyocera copiers- Privacy print must be used, this maintains student privacy and reduces paper and toner usage.**
- **Understand District Ownership Issues.** *Computer is for school use and NOT TO BE REMOVED from school premises unless computer is a portable device such as a laptop or mobile devices.* Computer materials or devices created, as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of USD 362.
- **Don't Buy or Sell.** Users may not use the district system for private commercial purposes, defined as offering or providing goods or services or **purchasing goods or services for personal use.**
- **Be Safe and Respectful of Others.**
 - Users shall not give erase, change, rename or make unusable another person's computer files, programs or **removable storage devices.**
 - Users will respect the rights and privacy of others.
 - Users will agree not to harass, insult, or attack others.
 - Only appropriate language that is not abusive, profane, or offensive will be used for all electronic messages.
- **Keep Lab/Computer and Carts Areas in Good Condition.**
 - Users will use the equipment with care.
 - Report equipment or software problems to the **IT Department as soon as possible.**
 - Leave all materials, equipment, and parts in the lab or computer area so that systems will be maintained in good working order.
 - Remember to **keep all food and drinks** out of the computer area **and away from mobile devices.**
 - Take the initiative to keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.
 - Staff will insure that classroom/lab computers are kept clean and dust-free which will prolong computer life and reduce complications and breakdowns. Student tech interns will strive to complete extensive cleanings once each semester.
 - Staff need to check out their **mobile devices** for the summer with the IT department, **when required by IT.**
- **Staff Guidance.** When using the Internet for class activities, Staff will select material that is appropriate for the age of the students and relevant to the course objectives. Staff will preview the materials and sites they require or recommend to students to determine the appropriateness of materials contained on the site. Staff will assist students in developing the skills to ascertain the truthfulness and accuracy of the information and to distinguish fact from opinion. Staff will guide students on correct methods of saving data and files using the network.
 - **Staff need to be aware that using personal accounts on a district device may make their personal material accessible to the district.**
 - **If the iPad is used in an illegal or inappropriate manner, it can be turned over to law enforcement for further investigation.**
 - **No self-repair of iPads or outside vendors is allowed, as well as purchasing replacement iPads, chargers or cords outside of the district IT department.**
 - **If a mobile device is damaged the district will determine what fees will be assessed based on the incident.**
- **Building/District Website Content.**
 - The individual agrees to not post anything obscene, pornographic or libelous. Any content found unsuitable by the USD 362 Board of Education or Administrative staff shall be removed immediately.
 - The individual also agrees not to share the security credentials used to access the USD 362 web server with any other person and is only used for the sole purpose of maintaining web pages. Any violation will result in forfeiture of security credentials.

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Printed Name

Signature

Date