

FAYETTEVILLE SCHOOL DISTRICT POLICIES

4202 – STAFF DIGITAL USE POLICY

Digital resources, including Internet access, promote innovation and educational excellence consistent with the Fayetteville Board of Education’s goals for the District. The District provides staff with access to a multitude of instructional and administrative digital resources. Staff must be responsible to use digital resources (including desktops, laptops, and handhelds of all varieties, whether or not they are furnished by the District) in a responsible, effective, ethical, and lawful manner.

Network Security

- Staff must not obtain, attempt to obtain, or disseminate any electronic communication or information not intended for them, or directly related to the responsibilities they are assigned.
- It is the policy of the district to have Internet filtering in place designed to restrict users from accessing material that is inappropriate in the educational environment.
- Teachers will not provide network access to a student through a teacher account. Specialized classroom accounts may be allowed as used in the service of classroom instruction and under the supervision of the teacher.
- Staff are subject to appropriate disciplinary measures, up to and including non-renewal or termination, should this policy be violated.
- The District reserves the right to monitor, inspect, copy, or review files, email, and traffic maintained on district computers or networks. All such information shall be and remain the property of the district and staff shall not have any expectation of privacy regarding such materials. Email, files, and logs are subject to Freedom of Information (FOI) requests.
- The District shall provide education to all staff annually through the IT Security training required by the State of Arkansas about appropriate online behavior, including: responsibilities for id/password security, appropriate interaction with others on social networking sites, maintenance of web pages, and confidentiality of student information.
- Access to digital resources will be granted upon employment. By signing his/her contract, staff agrees to comply with this policy and all administrative regulations. The administration is specifically authorized and directed to develop and adopt administrative regulations as are necessary and appropriate.

Confidentiality of Student Information

Staff will not disclose personally identifiable information such as student identification number or social security number or any information that is part of the student’s academic record in any way on the Internet without the permission of a parent or guardian. Directory information as defined by the Family Educational Rights and Privacy Act (FERPA) may be released without prior consent.

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Disclaimer of Liability

The District shall not be liable for a staff member's inappropriate use of digital resources or violations of copyright restrictions or other laws. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. The District shall not be held liable for the breakage or theft of personally owned equipment. The District shall not be held liable for any losses, including lost revenues, or for any claims or demands against system users by another party. Staff will be held liable for any of the above that he/she causes.

Responsibility for Maintaining Administrative Regulations

The Board of Education of the Fayetteville Public School System hereby authorizes the Administration to adopt Administrative Regulations to carry out this policy.

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ADMINISTRATIVE REGULATIONS FOR STAFF USE OF DIGITAL RESOURCES

Staff is expected to behave in a legal and ethical fashion that supports district education goals.

Staff must actively work to protect the privacy of students when using any data-collecting or data-sharing service away from the district network.

Any use which violates state or federal law relating to trespass, copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited and may constitute a criminal offense.

Staff must maintain security practices that do not permit anyone to use his or her account and secure their equipment any time they cannot monitor the use of their machine.

Staff must not access another individual's electronic mail or other accounts.

Staff must not interfere with or disrupt any network services. The following are not allowed:

- Distribution of unsolicited advertising
- Propagation of computer worms or viruses
- Unauthorized entry to any other machine accessible via the network
- Attempting to degrade or degrading system performance

The district is not responsible for the loss of any personal data. Staff is responsible for backing up data from local drives to shared drives or external devices.

The technology staff has the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

Staff may not relocate equipment without authorization of the Technology Department.

Social Media Guidelines

Staff should view online content, including social media, as an extension of the physical classroom or building. If it is not appropriate in the classroom or out in the open at school, it is not appropriate online. All online activities must reflect standards of professional conduct set forth by the State Board of Education in Rules Governing the Code of Ethics for Arkansas Educator.

Date Adopted: 12/17/15 (Effective: 7/1/16)