

SUBJECT: INSTRUCTIONAL AND NON-INSTRUCTIONAL TECHNOLOGY**Privileges and Responsibility Policy**

The use of district technology resources are a privilege, not a right. Users may access technology only for professional purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. The actions of users accessing networks through the District reflect on the School District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Users are expected to handle technology resources with care and secure such equipment from theft and damage while such equipment is under their care.

Technology Privacy Policy

Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside, the District. Also, the District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology.

Copyright Policy

All staff will adhere to the US copyright laws in accordance with US copyright Office Curricular 21; Sections 107,108 & 110 of the Copyright act of 1976 and subsequent amendments including the digital millennium copyright act fair use guidelines for education. Copyright laws apply to the written and word, digital images, digital audio, digital text as well as software. To assist district staff in following these guidelines the district will post copyright posters near each copier in the district. Also, the main office will distribute a fact sheet with current education use copyright laws in faculty mailboxes once a year. The copyright laws will also be accessible from the Help Desk website.

Advertising and Commercialism

No staffs are authorized to utilize district technology resources for non school related commercial interests.

Desktop/Laptop Computer Policy

Staff should be aware of the dangers of the Internet and should remain vigilant while observing student activities on the Internet. Teachers are assigned a teacher computer for their classroom and must refrain from allowing student access to these computers. Student computers are available in supervised labs, libraries and on mobile carts throughout the district.

Desktop Personalization Policy

In an effort to save energy and reduce costs all technology resources will make full use of any available energy saving settings. Such settings will include disabling screensavers for the more energy saving "power save" mode for all monitors and the automated shut-down of computers left on during off hours. Staffs are authorized to make use of personalized stationary (non-changing) wallpapers with images appropriate for the school environment.

(continued)

SUBJECT: INSTRUCTIONAL AND NON-INSTRUCTIONAL TECHNOLOGY (cont'd)**E-mail Privacy Policy**

Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Threatening and/or abusive communications are not allowed. Staffs are to be at all times responsible for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures.

District E-Mail Communications Policy

All district staff shall make use of the district e-mail system for all internal and external digital communications. Staff is not authorized to use personal or third party e-mail systems for district communication.

Internet Use

The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. Internet usage shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendents implementation plan, use the Internet throughout the curriculum.

Non-educational Online Resources

Access to non-educational computer or Internet based games from any source at anytime is prohibited. Streaming of audio and video for personal entertainment is prohibited.

WIKI's, Blogs, Personal Websites and other online Journal Policy

The district recognizes the availability of personal comment and opinion sites for online research and encourages students and staff to make reasonable use of these resources. However, such resources should not be considered accurate and therefore the district recommends confirming all statements found on public resources sites such as WIKI's, personal websites, Blogs and Podcasts.

Staff & Instructional Acceptable Use Agreement

The district will request annual staff signatures on a district Acceptable Use Agreement (AUA) for all staff. The district will make use of a single staff AUA for all district staff. Signed agreements will be kept at the District Office and a copy will be kept at Technology Services. (Appendix B)

Staffs are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following;

- *Be polite. Do not write or send abusive messages to others.*
- *Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.*
- *Do not reveal your personal address or that of students or colleagues.*

(continued)

Personnel

SUBJECT: INSTRUCTIONAL AND NON-INSTRUCTIONAL TECHNOLOGY (cont'd)

- *Electronic communications are not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.*
- *Do not use the network in such a way that you would disrupt the use of the network by other users (e.g., downloading huge files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions).*
- *All communications and information accessible via the network should be assumed to be private property.*

Student Acceptable Use Agreement

The district will request annual parent signatures on a Student Acceptable Use Agreement (AUA) for all students. The district will make use of a single student AUA for all levels. Signed student agreements will be kept at the Main Office of each building. (Appendix A)

Reviewed: 1/26/09

First Reading: 3/9/09

Adopted: 3/23/09