



# USE OF DISTRICT TECHNOLOGY

## Faculty and Staff Acceptable Use Agreement

### Regulation 5300-R3a

*The purpose of this document is to outline the acceptable and responsible uses of the Arlington Central School District computer network and information systems. It does not attempt to define all possible legitimate uses or usage violations of these systems.*

#### PROFESSIONAL RESPONSIBILITIES, STAFF ACCESS, AND PRIVILEGES

Staff members are encouraged to make use of District technology in order to enhance their educational and professional activities. Because the uses of these resources may vary due to individual work duties, access to particular technological resources may be restricted. User accounts are issued in order to provide required access.

It is the staff member's responsibility to ensure that District technology assets are used solely to conduct school-related business, which is either of an educational or professional nature. Staff members shall not use any technology asset for personal business, non-educational uses, or any activity which is prohibited by law. Due to the wide availability of services and information on the network, some of which may be potentially offensive to certain groups of users, the individual staff member must be responsible for his/her actions in navigating and accessing networked technology.

Staff accounts and the use of District information technology are a privilege, not a right. Access may be suspended or revoked in the event of a breach of any of the provisions set forth in District policies and relevant administrative regulations. Additionally, violations may result in disciplinary action against the staff member consistent with the nature of the violation. Such actions may involve any applicable collective bargaining agreements, State and Federal laws and regulations, and referral to appropriate law enforcement officials if the violation is deemed illegal.

Any staff member who resigns, is terminated, or is laid off will have neither rights nor access to the District's technology, including file and email access.

#### THE ACCEPTABLE USE AGREEMENT INCLUDES, BUT IS NOT LIMITED TO:

##### a. Security / Staff Accounts:

Staff login accounts, email accounts, and their passwords are issued to individuals only. No staff member will provide others with their access codes, passwords, or other access to District technology, nor expose the same to public view. Users may be held responsible for problems arising from the use of their accounts.

1. No user may access or attempt to access information on District technology assets without proper authorization and legitimate authentication.
2. No user may perform any action that has the effect of disrupting District business.
3. Staff members are responsible for ensuring the security of any technology assets assigned to or created by them.
4. While signed into the network, a staff member may not leave any workstation unattended or in an unsecured state at any time.
5. Staff members with access to student records may not share or release such records except as authorized by the District and/or State and Federal law.
6. If compromised, passwords should be changed immediately by contacting the Building SysOp or the Director of Technology.

#### b. District Email:

Email is a tool for District business communications, and staff members have a responsibility to use the resource in an efficient, effective, ethical, and lawful manner. Email communications should follow the same standards expected in written business communications and public meetings.

1. All email accounts maintained by the District or its agents are the sole property of the Arlington Central School District. The District retains the right to monitor any employee's email account.
2. Email users must adhere to all copyright laws. The creation, distribution, transmission, access, or other use of any material in violation of Federal or State Law is prohibited.
3. The creation, distribution, transmission, or use of threatening, obscene, harassing, lewd, discriminatory, or offensive emails is prohibited. Additionally, the creation and/or exchange of advertisement, chain letters, or other unsolicited mail are prohibited.
4. Registration to list servers and/or chat rooms is prohibited without prior authorization.
5. Reading or sending email from another staff member's account is prohibited except under proper delegate arrangements.
6. Altering or reproducing another staff member's email or attachments is prohibited without permission.
7. Prior permission from building administrator or Director of Technology is necessary for using District-wide and building-wide distribution lists.
8. Email accounts are archived for six years as part of the District email archiving policy.

#### c. Student Safety and Privacy:

All student technology usage will be supervised by a responsible staff member. Students will not be left unattended at any time while using the technology equipment.

1. All staff members supervising students while using the technology equipment should be familiar with the applicable student policies in effect.
2. It is the responsibility of the supervising staff member to immediately report any misuse or vandalism of the equipment to the appropriate supervisory personnel.
3. The District blocks and filters District technology pursuant to the Children's Internet Protection Act.
4. When using free online educational software or mobile applications, staff members must ensure that privacy and security concerns relating to these free services are adequately considered. Staff members must exercise diligence when reviewing Terms of Service (TOS) agreements to ensure they comply with all laws, including FERPA, as well as privacy best practices that protect students and student data.

#### d. File / Media Access and Copyright:

Staff members must adhere to all copyright laws related to software, print, data, video, and attributions of authoring. The unauthorized copying, transfer, installation, or printing of copyrighted materials without appropriate permission is prohibited.

1. The creation, distribution, transmission, access, or use of any material in violation of Federal or State Law is prohibited.
2. The creation, distribution, transmission, access, or use of threatening, obscene, harassing, lewd, confidential, discriminatory, or offensive materials is prohibited.
3. The use of streaming audio, video, or other internet and network media is limited to educational or professional use only, and is subject to the other regulations set forth in this document.
4. Staff members shall not vandalize, read, modify, edit, delete or otherwise engage in unauthorized use of another user's files.

#### e. Computer Equipment and Software:

It is the staff member's responsibility to use the District's technology equipment and supplies in a judicious fashion and in accordance with District policies. Prohibited activities include excessive printing and/or unwarranted file storage, physical abuse, eating or drinking when using equipment, or any other potentially damaging activity.

1. Employees assigned technology equipment are responsible for its basic care and safety, including the reporting of any problems to the relevant supervisory staff member.
2. The relocation, installation, connection, or modification of any computer hardware, software, or other technology on the District's computer equipment or systems is prohibited. All requests for District related computer hardware or software installed or connected to District systems must first be directed to the Building SysOp and Building Principal.

# USE OF DISTRICT TECHNOLOGY

ARLINGTON CENTRAL SCHOOL DISTRICT

## Faculty and Staff Acceptable Use Agreement

### Regulation 5300-R3a

The Board of Education considers access to its technology systems, including the internet, to be a powerful and valuable educational and research tool. Computers, computer networks and other technology in District classrooms and buildings shall be used solely for the purpose of advancing and promoting learning and teaching.

The use of school technology, software, network resources and/or the internet for non-educational purposes such as for profit activity, personal business or illegal activity is prohibited. The use of all District computer systems and the internet is a privilege, not a right. The District's technology systems are District property to which users are permitted access.

The District shall have the right at any time to access, inspect and view any materials stored on its computers, computer networks and on peripheral devices of any sort. No employee shall have any expectation of privacy.

Staff members must ensure that privacy and security concerns relating to free online educational software or mobile applications are adequately reviewed to comply with all laws, including FERPA, as well as privacy best practices that protect students and student data.

The Board of Education, through the Superintendent of Schools, or his designee, shall establish regulations governing the use and security of the District's technology. All users of the District's technology shall comply with these regulations. Failure to comply may result in suspension of access to the District's technology systems and/or other appropriate penalties.

Employees shall have no expectation of privacy in District electronic storage areas, including email and all other items that have been placed on District computer systems.

Any staff member who is suspected of using District technology assets in a manner that would violate this policy or any other District policy, rule and/or regulation or would violate any State or Federal law or regulation, will be notified of the alleged violation and provided with an opportunity to respond to and discuss the allegation in a manner consistent with the applicable collective bargaining agreement. The District can refer any activity that may be a violation of law to the appropriate law enforcement authorities.

As a user of the Arlington Central School District's technology assets, I hereby acknowledge my responsibilities to act in accordance with the stated policies and regulations governing technology usage. I understand that if I am found to be in violation of any of the District policies and regulations that my access to the technology may be suspended or revoked; that I may be subject to District-related disciplinary action and/or State and Federal law and regulation; and that, if I engage in suspected illegal activities, I may be referred to appropriate law enforcement agencies.

I have received and read the two-sided document delineating the Arlington Central School District's Faculty and Staff Acceptable Use Agreement (Regulation 5300-R3a) and agree to abide by its provisions.

Name \_\_\_\_\_ Building \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_