

Manchester Local School District

Acceptable Use Policy (Staff)

POLICY—TECHNOLOGICAL RESOURCES FOR STAFF

Introduction: The following policy outlines the acceptable uses of technological resources in the Manchester Local School District. This policy applies, but is not limited, to the following categories of technology: school-based computer networks, district-wide computer networks, stand alone computers, peripheral devices (laser disk players, videocassette/DVD recorders, television, telephones, scanners and printers), on-line services, licensed software, CD-ROM programs and videocassettes/DVD's, confidential district databases and use of the Internet.

Local area networks (a particular school) and wide area networks (the entire district) connect computers in a way that facilitates the use of software programs and the storage of information. The Internet is a worldwide system of computers linked together electronically. Each of these systems provides users with the ability to send and receive mail (e-mail) and access enormous and diverse databases of information. The Internet and other on-line services also allow individuals to participate in discussion groups on a variety of topics. Because of these capabilities, these services can be a valuable educational resource for the students and staff in the district. Our goal in providing these services is to promote educational excellence in schools by facilitating resource sharing, innovation, collaboration and communication. The district reserves the right to prioritize and limit access to and use of its technological resources.

Use of the Internet: Because anyone in the world has access to the Internet, the system also contains material which is inappropriate for elementary and secondary students or does not possess educational value in the context of our school curriculum. One of the goals of this policy is to outline acceptable use of the Internet by staff. This policy seeks to balance issues of intellectual inquiry, freedom of speech and privacy with the responsibility of the district to ensure that staff members do not access or produce inappropriate or illegal material.

Acceptable Use of Technological Resources: Acceptable use in the framework of the Manchester Local School District can be defined as employing technology as an educational tool, using guidelines that the computing community at large and/or legal opinion have generally agreed are permissible. Examples of actions that violate this accepted standard are listed below under the topic of inappropriate uses. Access to, and use of, the Internet, like other educational tools, is provided by the school district to foster those learning experiences which are part of the district educational program or the approved extracurricular activities of the schools. Personal use of this school district-provided service is specifically prohibited, unless approved in writing by the administration. Any material accessed by staff must be related to the educational program or to the approved extracurricular activities of the schools.

Privilege to Use the Technology: Using technology in the context of a school setting is not a right, but a privilege. Inappropriate use will minimally result in a suspension of that privilege. Any staff member who uses the technological resources of the district consents to having all activities regarding this use monitored by the system administrator.

Inappropriate Uses: The following have been deemed inappropriate uses of technology by either the broad community of computer users or by legal judgment. The list is not all inclusive, but includes the major categories of misuse of technology.

- Attempting to bypass the school's content management filter (i.e. Anonymous Proxy Servers, Backdoors, etc.)
- Using the network for illegal activity (e.g., copyright infringement).
- Disrupting or damaging equipment software or the operation of the system.
- Vandalizing the account or data of another user.
- Gaining unauthorized access to another account, confidential school records or to the system operation.
- Using another person's account or name without permission.
- Using abusive, obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphics or photographs.
- Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.
- Creating or installing a computer virus.
- Using technology for personal, financial or business gain.
- Installing or using personal software on any computer in the district.
- Changing the configuration of an individual computer or network.
- Downloading software.
- Logging on the Internet or sending e-mail using a fictitious name.
- E-mail broadcasting or spamming.
- Using cellular phones to transmit and/or receive data or voice communications during school hours.
- Using personal laptops, desktop assistants (PDA's), and other data communication devices on school premises that do not belong to the district.
- Removal of school property, such as laptops, computers, PDA's, etc. from school grounds unless deemed necessary by the district.

Network Etiquette: Staff members are expected to adhere to generally accepted rules of network behavior. These include:

- Be polite. Do not use abusive language.
- Electronic mail is not private. System administrators have access to all mail and illegal activities may be reported to law enforcement authorities.
- All documents developed and/or sent or received via e-mail by an authorized user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged by the teacher or system administrator.
- Logging on the Internet is taking an electronic field trip into cyberspace. Staff members are going out into the world and need to protect themselves. Staff members must not give out their names, home addresses or telephone numbers to people they "meet" on the Internet.

District Guarantees: The district does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries or service disruptions caused by its own negligence or the user's errors.

GUIDELINES—TECHNOLOGICAL RESOURCES FOR STAFF

The Board of Education has authorized the purchase and installation of technological resources for the specific purpose of facilitating the implementation of the educational program of the district. These resources include but are not limited to:

- School-based computer networks
- District-wide computer networks
- Stand alone computers
- Peripheral devices (laser disk players, videocassette/DVD recorders and players, televisions, projectors, interactive whiteboards, telephones, scanners, printers, etc.)
- On-line services (Library access services, ProgressBook, DASL, etc.)
- Internet access
- Licensed software, DVD/CD-ROM/Network programs and videocassettes/DVD's
- Databases of information compiled by the district

Prohibited Uses of District Technology All users of the district's technology are expected to adhere to the following prohibitions as outlined in district policy:

- Attempting to bypass the school's content management filter (i.e. Anonymous Proxy Servers, Backdoors, etc.)
- Personal use of the district's technological resources, including the development of bulletin boards and chat groups.
- Using technology for illegal activities as outlined in federal and state laws and network provider policies and licenses.
- Disrupting or damaging equipment, software or the operation of the system.
- Vandalizing the account, work or data of another user.
- Gaining unauthorized access to another account, confidential school records or the system operation.
- Utilizing another user's account or name without permission.
- Using abusive or obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphics or photographs.
- Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.
- Creating or installing a computer virus and hacking.
- Using technology for personal, financial or business gain.
- Installing or using personal software on any computer in the district.
- Changing the configuration of an individual computer or network.
- Downloading software.
- Logging on the Internet or sending e-mail using a fictitious name.

- E-mail broadcasting or spamming.
- Using technological resources in political campaigns in local, state, federal or board of education contests.
- Using cellular phones to transmit and/or receive data or voice communications during school hours.
- Using personal laptops, desktop assistants (PDA's), and other data communication devices on school premises that do not belong to the district.
- Removal of school property, such as laptops, computers, PDA's, etc. from school grounds unless deemed necessary by the district.

Network Etiquette All users must conform to etiquette and safety guidelines generally accepted by the computer community at large. This includes the use of polite language when communicating electronically. Users must also be aware that electronic mail is not private and may be subject to screening by the system administrator.

All documents developed and/or sent or received via e-mail by all users must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged by the system administrator.

Users must never reveal personal information about themselves or others. This includes age, home addresses, and home telephone numbers. Users must never agree to meet people in person that they have communicated with electronically. Users must report to a district representative any information they access that appears dangerous or makes the user feel uncomfortable.

Policy Violations All users who violate the policy of the Manchester Local School District will be subject to disciplinary action, up to and including termination of employment and/or legal action. This includes warnings, suspension of user privileges, termination, criminal prosecution, and monetary restitution for damages that may have occurred.

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STAFF MEMBER'S NAME *(Please print)*

_____ **Last Name**

_____ **First Name**

**TECHNOLOGY
USE AGREEMENT**

STAFF AGREEMENT

I have read, understood and will abide by the Acceptable Use Policy for District Technology of the Manchester Local School District, as printed in the aforementioned document. I also understand that a violation of the policy may result in the revocation of technology privileges, disciplinary action by the school, up to and including termination of employment or appropriate legal action if local, state or federal laws are violated. I also understand that I will be responsible for reimbursement to the district for damage caused by misuse of technological resources. As a member of a community of employees, I recognize that I have the personal responsibility to report inappropriate uses of technology to the administrator.

Staff Member's Signature:

Date: _____