

Evergreen School District Acceptable Use Policy for Staff Technology and Network Access

Technology and Network Access

The Evergreen School District provides staff and students with access to computer equipment, software and network services. These tools support learning, collaboration and educational research related to the District curriculum as well as administrative and state-mandated functions. All technology and network usage must be consistent with these purposes, the Responsible Use Policy and all provisions of law governing the actions of the user.

Expectations of Staff

Technology serves to assist staff in fulfilling their job responsibilities. The District expects staff members to use the technology and network services as a learning and work tool and to attend technology training in order to be able to use it effectively. All staff members should serve as role models in this capacity. It is imperative also for staff to know and enforce the Student Acceptable Use Policy (AUP) and to supervise the use of technology in their area. Federal, State, and local laws and District policies and guidelines must be followed. We encourage the use of online resources as educational tools for students; however, we must comply with the request of parents for their child to remain off-line. In this event, alternate assignments need to be made available.

Responsible Use

The use of District Internet filtering does not preclude the necessity for staff to supervise student use of technology. Some inappropriate material is likely to pass through the filter. The following are some guidelines concerning the use of District technology and network services.

Note: Use of school technology for political lobbying or commercial business is against the law. However, some instances of personal use may be acceptable (e-mail, etc.) when such use does not interfere with job responsibilities and does not use District resources (paper, ink cartridges, etc.)

Staff may:

1. Use District-owned software.
2. Use the Internet and other network services.
3. Practice netiquette and online safety measures.
4. Develop and implement lesson plans that integrate student use of technology into the

curriculum.

5. Save work on a disk or CD or on the server, removing outdated and unwanted files from the server.
6. Delete their own files.
7. Monitor student files and/or accounts.
8. Use an e-mail account provided by Evergreen Schools as needed.
9. Connect computers to a projection device and make appropriate settings changes.

Staff may not:

1. Allow student use of technology or network services without supervision.
2. Allow student use of technology or network services that does not specifically relate to a curriculum or proficiency test outcome.
3. Access or send inappropriate material.
4. Send or receive material that may be hurtful to another person or detrimental to the operation of a computer, software or network.
5. Send or post personal information about themselves or others.
6. Assemble, disassemble, connect or disconnect technology or network equipment.
7. Install, download, copy or delete software.
8. Create or change configurations.
9. Move technology equipment or software to another location without prior consent of the District Technology Coordinator.
9. Access, modify or delete files created by another user without their prior consent.
10. Access or use others' accounts or passwords.
11. Share a network account or password with another person or leave an open file unattended or unsupervised.
12. Share a network account or password with a student.
13. Plagiarize or break copyright or trademark laws.
14. Use District technology or network services for personal, entertainment, political or commercial purposes.
15. Access online radio and/or video without curricular justification. Audio and video transmission may slow down network services (access to Internet, e-mail, library catalog, file servers, etc.) throughout the District. Please only use these online resources for curricular activities.

Note: Other examples of inappropriate technology and network behavior will be considered on a case-by-case basis. Staff acting under the direction of the District Technology Coordinator may be exempt from some of the items listed.

Consequences of Irresponsible Use

Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness of the violation. Consequences might include discussion, disciplinary action (due process) and/or involvement of law enforcement agencies.

Warranties/Indemnification

The Evergreen School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy. The Evergreen School District will not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user arising out of the use of the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Evergreen School District, its employees, and its Internet Service Provider harmless from any and all loss, costs or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District's initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or on another computer outside the District's network.

NOTE: Staff Accounts

Staff e-mail and server access accounts will be set up prior to the beginning of each school year.

To continue an account, please sign and return this form before the end of the current school year.

----- Detach and Sign Below -----

Evergreen School District Acceptable Use Policy for Staff Technology and Network Access I have read and agree to the terms of this agreement for the 2013-2014 school year.

_____ Staff Member Signature _____ Today's Date

Return to:
Angela Infante
District Technology Coordinator Evergreen Local Schools 14544 Co. Rd. 6
Metamora, OH 43540

This information has been copied from the NEOLA Regulations and Policy Handbook.