

# De Soto School District #73 2017/2018 Employee Technology Acceptable Use Agreement

## Overview

Access to technology is necessary for the District's educational programs. The Internet offers extensive, diverse and unique resources to both students and teachers. We believe in the educational value of technology to support curriculum and learning.

The De Soto School District takes exhaustive steps in providing a safe and secure network. Employees will access the Internet through web filters and other monitoring systems. The De Soto School District is in full compliance with Children's Internet Protection Act (CIPA). However, the Internet also includes material that is not of educational value in the context of a school setting. There is information which may be judged inaccurate, abusive, profane, sexually oriented, hate-based or illegal. De Soto School District does not condone or permit the use of this material.

## Internet Activities Not Permitted

- Searching for, viewing or retrieving content that is sexually explicit, profane, violent, abusive or illegal in any way, is prohibited. (If a student accidentally accesses such materials they must inform the teacher and leave the site immediately).
- Employees are prohibited from sending e-mails containing threats, profanity, sexual references, insults, harassment or obscene language.
- Employees must not share account information, such as usernames and passwords.
- Employees are responsible for ensuring that no malicious damage is done to computers, mice, printers, headphones, etc.
- Employees may not copy, save or distribute copyrighted material.
- Employees may not participate in any activity that violates District policy, school rules, local, state or federal law.
- Employees will not use of any wired or wireless network with equipment brought from home unless approved by the Technology Department.
- Employees may not access anonymous proxy or Virtual Private Network (VPN) sites whose purpose is to circumvent the filtering required for compliance with CIPA..
- Employees will promptly disclose to an administrator or director any message received that is inappropriate or makes the employee feel uncomfortable.
- Employees will not register student with 3rd party service providers without approval from District Administration.

**Password Security:** The use of networked technology for a school-wide student information system to maintain attendance, discipline, health, grade, and student scheduling records requires strict security measures. The heart of any security system is password protection.

Staff members are responsible for managing their passwords, and shall be responsible for all actions and functions performed by their username. School personnel must comply with all District-established rules regarding passwords. These rules dictate the number of characters in the password, the nature of the characters used in the password, and the frequency of password changes. Any school employee who suspects their password has been compromised must report the situation to the system administrators as soon as possible. Intentionally divulging a password will be considered serious misconduct. The consequences of password security violations will be commensurate with the seriousness of the breach.

**Equipment Rules:** Under no circumstances are employees to alter the hardware configuration of the technology assigned to them. All technology related purchases must be coordinated through the Technology Department. Additionally, employees are not permitted to change network wiring or the configuration of network devices in their offices or classrooms. Tampering with or modifying computers or network devices are grounds for disciplinary action.

**Information Content & Uses of the System:** The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. All employees must comply with the guidelines of the Family Educational Rights and Privacy Act (FERPA).

The system is for the user's professional use only. Commercial and personal uses of the system are strictly prohibited unless prior written consent from the District administration has been granted. The user agrees not to use the facilities and

capabilities of the system to conduct any business or any activity, or solicit the performance of any activity which is prohibited by law.

The user specifically understands that the system administrators of the De Soto School District #73 do not have control of the content of information residing on these other systems. Users are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. De Soto School District #73 does not condone the use of such materials and does not permit usage of such materials in the school environment. Users knowingly bringing such materials into the school environment may be subject to disciplinary action.

**Copyrighted Material:** De Soto School District #73 requires instructional staff to be familiar with copyright law and to act ethically in the use of copyrighted material for instruction. Copyrighted material must not be placed on any system connected to De Soto Public Schools without the author's permission. Users may download copyrighted material for their own use. Permission must be specified in the document, on the System, or must be obtained directly from the author. Illegal (pirated) software will not be allowed on the system under any circumstances.

**Electronic Mail:** All employees have Email accounts. The District expects each employee to check their e-mail frequently as instructed by their supervisor. When important communications are sent via e-mail it is necessary to have confidence that the message will be read in a timely manner. Messages sent and received by employees are retained indefinitely.

Electronic mail should not be considered private. The system administrators will not intentionally inspect the contents of mail sent by an employee to an identified addressee, or disclose such contents to other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of De Soto School District #73, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Employees must use their District provided Email accounts to conduct District business or instruction.

**By signing this agreement you have read and agree to the terms outlined in this document.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_