

# Garden City Public Schools

## Acceptable Use Policy for Technology Systems (Computers, Network, Internet, Phone (landline and cellular), and E-mail Systems)

In using the technological resources provided by USD 457, the staff member will:

1. bear in mind that all communication represents the district and thus reflects on the integrity, ethics, and good name of the organization as a public education institution.
2. not seek unauthorized access to school, district, other public or private computer system, communication systems, or electronic files for any purpose.
3. comply with any and all related Board of Education policies, administrative guidelines, including copyrighted materials, and operating procedures relative to acceptable and responsible use.
4. actively monitor students using district Technology Systems who are under their supervision and require that students comply with any and all related Board of Education policies, administrative guidelines, including copyrighted materials, and operating procedures relative to acceptable and responsible use.

The staff member understands that:

1. All use of Technology Systems must be in support of education and research and be consistent with the purposes and policies of USD 457.
2. Use of Technology Systems to access/transmit obscene, objectionable, pornographic material, or any material likely to be offensive is prohibited.
3. Any use of Technology Systems to facilitate illegal activity is prohibited.
4. Any use of Technology Systems for commercial or for-profit purposes is prohibited.
5. Non-school related communication during work duty time is prohibited.
6. District Technology Systems should only be used for work-related purposes whenever a specific toll or charge is incurred (e.g. long distance call, cell phone).
7. Users shall avoid the known or inadvertent spread of computer viruses through district Technology Systems. Users will report warning messages regarding virus activity to technology support staff.
8. Use of e-mail distribution lists to send e-mail messages not relevant to the employee's job duties is prohibited.
9. Any use of Technology Systems for product advertisement or political lobbying is prohibited.
10. Network and e-mail accounts are to be used only by the authorized owner of the account for authorized purposes. Users should not leave systems that they are logged into unattended or unlocked.
11. Users shall not intentionally seek information on, obtain copies of or modify files, other data, or passwords belonging to other users or misrepresent themselves or other users of Technology Systems.
12. Users shall respect the copyright of all accessible information.
13. Staff members using district Technology Systems shall strictly comply with the Family Educational Rights and Privacy Act (FERPA) and applicable state law pertaining to disclosure of education records of identifiable students.
14. No use of Technology Systems shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
15. The school district has all rights of ownership of products produced by an employee during hours for which the employee was paid or in which the use of district supplies and/or equipment was used. The district may enter into an agreement in advance with an employee to produce a product. In such cases, the agreement shall assign rights of use and ownership.
16. Employees shall have no expectation of privacy, from review of materials, when using district Technology Systems.
17. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited.
18. Technology Systems will not be used to access/download/use games, video, and/or audio files that are not being used for legitimate educational or work-related purposes.
19. Any materials published (electronic or hardcopy) using district Technology Systems must be for educational or job related purposes and consistent with the practices and policies of USD 457. USD 457 reserves the right to edit the content of published materials.
20. Use of chat rooms or other synchronous communication tools must be approved by the Director of Technology.
21. Staff members who have knowledge of violations of this policy must promptly report this information to their supervisor.
22. User accounts will not be assigned until the staff member has completed a required orientation session.

Safety

1. Staff members are discouraged from providing personally identifiable (social security number, home address, home phone number, bank account numbers, etc.) information over the Internet. Personal information about students (including photographs) will not be disseminated publicly online without written permission from parents.
2. Staff members should not respond to messages that are suggestive, obscene, or threatening. Show such messages to an administrator who will forward a copy to the Technology & Computer Services office for investigation.

Checkout / Off-site Use

1. I understand that all Acceptable Use policies described in this document apply to usage of district Technology Systems both at home and at school
2. In the event of checkout I agree that district Technology Systems are for staff member or student use only.
3. I agree that when district technology equipment is checked out it will be returned on-time.
4. I agree to keep the equipment I have checked out secure at all times and that I am responsible for loss, theft, or damage to district technology equipment that I have checked out.

Service / Maintenance

1. Software / hardware installed on district technology equipment is standardized and is not to be changed.
2. Technology support/maintenance must be performed by district technology personnel in order to maintain the warranty on equipment.

**From time to time USD 457 will make determinations on whether specific uses of district Technology Systems are consistent with the Acceptable Use Policy for Technology Systems. USD 457 reserves the right to log and monitor user activity. USD 457 reserves the right to remove a user account from the network for any violation of the Acceptable Use Policy for Technology Systems in order to prevent further unauthorized activity.**

**I have read the USD 457 Acceptable Use Policy for Technology Systems and will abide by the stated Acceptable Use Policy for Technology Systems. I understand that a violation may result in:**

- **Restriction or loss of Technology Systems use privileges;**
- **Disciplinary or legal action, including, but not limited to, suspension, dismissal from work and/or criminal prosecution under appropriate local, state, and federal laws; and/or**
- **Assessment of the cost of damages to district Technology Systems.**

**Further, I release USD 457 from any and all liability arising as a result of my use of the Internet, and I assume all responsibility for any and all liability arising out of my use of Technology Systems.**

Signature \_\_\_\_\_

Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

School/Building \_\_\_\_\_

For Office Use Only

Orientation by _____	Date _____
UserID _____ Created by _____	Date _____
E-mail Add. _____ Created by _____	Date _____