

## **ACCEPTABLE USE OF TECHNOLOGY - Staff**

The Pulaski Community School District supports access to students, staff, and guests to a wide range of technologies. It is anticipated that this access will enrich the teaching and learning environment by creating a community of learners who live and work productively in the changing digital age. The goal in providing these resources is to promote educational excellence and operational efficiency in Pulaski schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, students and all staff.

With access to computers and, through their use, people all over the world comes the potential for material that may not be considered educational to be present in our educational settings. The Pulaski Community School District will educate students on ethical and safe use as well as provide filters for Internet content. Students, staff, and community members are expected to use the technology and networks in a responsible, ethical, and appropriate manner. This Acceptable Use Policy is intended to clarify those expectations as they apply to the usage of computers, telecommunications, the Internet, and all electronic devices used on the Pulaski Community School District network.

### **Access**

1. Access to the system is a privilege, not a right. Inappropriate, unauthorized and illegal use will result in the loss of access and appropriate disciplinary action.
2. The principal/designee or other system supervisor reserves the right to deny access to any person who is in violation of the use of district technology systems.
3. To maintain system integrity, monitor network etiquette, and ensure responsible use of our system, all users' utilization of the network, including which computers they use, which Internet sites they visit, what email they send and receive, and what material they save on the network, can be monitored and accessed. Users should not expect privacy in any work they do, any communication they make, or any material they save.
4. All staff will be issued a Google account providing them with an email account and access to Google apps for collaboration, critical thinking and creativity.
5. A variety of technology tools and services, such as social networking sites, wikis, podcasts, RSS feeds and blogs that emphasize online educational collaboration and sharing among users, may be permitted by the District. The District Technology Visioning Committee will designate selected sites for these services.
6. All use of the district/school network must support learning appropriate for school.

## Appropriate Use

Staff are expected to act in a responsible, ethical and legal manner in accordance with this policy, accepted rule of network etiquette, and federal and state law. Users are responsible for the safe return of all equipment and users have the responsibility to repair or replace damage or missing equipment to maintain district inventory.

Specifically, the following uses are prohibited:

- 1.
2. Activity that does not respect others privacy rights:
  - i. Use of any technology device, district owned or personally owned, is prohibited in locker rooms, dressing rooms, bathrooms or other locations that are private in nature.
3. Storage of personal files, personal digital photographs, and music on district as storage space is limited and intended for school-related data.
4. Unauthorized access to information resources or access to another person's materials, information or files without the implied or direct permission of that person.
5. Use of the network for commercial or non-profit purposes and advertisement.
6. Use of the network for participating in illegal activity, making discriminatory remarks, using profanity or inappropriate offensive language, or accessing obscene/pornographic material.
7. Use of the network to install, upload or develop programs to infiltrate a computer or computing system and/or damage the hardware or software components of a computer or computing system is prohibited (e.g. "hacking").
8. Illegal installation of copyrighted software for use on District computers and file servers.
9. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
10. Use of technology to gain or attempt to gain unauthorized access to internal or external systems.
11. Damage to or modification of network hardware or software.

## Personal Wireless Devices

This acceptable use policy shall also apply to the use of laptops, netbooks, smartphones, tablets and other portable computing devices or accessories such as storage devices, digital readers, digital cameras, etc. not owned by the Pulaski Community School District and brought into the school by students, staff or guests.

In addition to the unacceptable uses above, the following policy statements apply regarding personally-owned devices:

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- The District will not be held responsible for any physical damage, loss or theft of the device.
- The District will not be held responsible for an access to inappropriate materials if the device is not on our network, but instead connected to a personal data plan that is unfiltered.
- Technical support will not be provided for personal devices.
- The District may conduct searches of personally-owned devices in a manner consistent with existing search and seizure laws.

For more detailed information on personally owned wireless devices, see the policy JFCF Personal Wireless Electronic Device Policy.

## Student Safety

### CIPA

In accordance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), all equipment connecting to the network from any connection located within the District's buildings will be blocked or filtered. The degree of filtering may be different at various grade levels due to the age of students and educational value of the content. The District will make best efforts to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any material deemed harmful to minors as those terms are defined in CIPA. It will also make best efforts to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any inappropriate matter.

The District recognizes that no technology measure can block 100% of the undesirable content and emphasizes the importance of supervision in monitoring student use. It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District's computer system. This includes, but is not limited to:

- Teaching students how to find educationally appropriate electronic materials.
- Teaching students how to judge the educational suitability of electronic materials.
- Teaching students information literacy skills, including understanding of safety, copyright, and data privacy.
- Teaching students ethically, responsible, and appropriate behavior when accessing and communicating via the web.
- Teaching students proper safety and security procedures when using email, online communities and collaborative workspaces, and other forms electronic communication.

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet are unacceptable and viewed as a violation of this policy and the District's acceptable use policy and procedures.

Cyberbullying includes harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate, offensive and hurtful email or text messages, digital pictures, or Web site postings, including blogs and social networking sites. Users are responsible for the appropriateness of the material they transmit over the system.

The administration shall fully investigate all reports of cyber bullying. Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of a Teacher, Principal or the Director of Instructional Technology.

Disciplinary action may include, but is not limited to, the loss of access, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

## **Web Safety**

In this technological age, we all know the importance of making common sense decisions when using the Internet. Release of personal information including pictures, personal passwords, addresses, phone numbers, personal email address, etc. to any online source, email, or other direct electronic communication should not be shared on the Internet. No student should agree to meet with someone he/she has “met” online without parent or guardian approval.

## **Consequences of Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage to files or data belonging to others, vandalism to equipment or data, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of technology may result in one of the following consequences: Suspension or loss of access, payments for damages and repairs, suspension, expulsion, exclusion or termination of employment, or civil or criminal liability under law.

Adopted: January 14, 1998

Revised: May 10, 2000; June 12, 2002; July 28, 2009; August 7, 2013; July 19, 2017;  
February 19, 2020

(Form on next page)

## Staff Acceptable Use of District Network Agreement Pulaski Community School District

Use of computers and network in the Pulaski Community School District is a privilege that should be used to support learning appropriate for school. The smooth operation and maintenance of the computer system(s) relies on users adhering to established guidelines. Therefore, by signing the attached, binding agreement, users acknowledge that they have read the terms and conditions of acceptable use outlined in the attached Acceptable Use Policy (AUP) and understand the inherent responsibilities.

By signing this AUP agreement, staff agrees to abide by the restrictions outlined in this policy. Failure to return this agreement with your signature will result in denial of access to the network. I have read and understand the terms of the Pulaski Community School District Acceptable Use Policy and agree to be bound by these terms.

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Staff Name

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Staff Signature

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Date