



ACCEPTABLE USE POLICY AGREEMENT - STAFF

Introduction

The Colonial School District (CSD) provides its users with Local Area Network (LAN), electronic mail (email), and Internet access necessary for the performance and fulfillment of curriculum requirements and individual job responsibilities. It is important that you read Colonial School District Policy 115 and Acceptable Use Policy (AUP) Agreement and ask questions if you need help understanding the contents. Your access to the LAN, email, Internet, and other technology resources are not intended for non-CSD use. (Read "Permitted Use" section for exceptions.) Inappropriate use of CSD network resources can result in the loss of the privilege of using these educational and administrative tools. Access to Student Information via E-school and Data Service Center is provided on an "as needed" basis to facilitate CSD Educational and professional requirements. Student Information is protected under the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). In all instances, any unauthorized access to records or misuse of student information will be prosecuted in accordance with Colonial School District Policy 115, State of Delaware Policy DTI-0042.02 (<https://dti.delaware.gov/pdfs/pp/AcceptableUsePolicy.pdf>) and Federal Regulations. Any connection to the Internet offers an opportunity for non-authorized users to view or access CSD information. Therefore, it is important that all network connections be secure, controlled, and monitored. Consequently, you should have no expectation of privacy while using CSD-owned equipment. Information passing through or stored on CSD equipment can and will be monitored. You should understand that CSD maintains the right to monitor and review Internet, email, District provided cell phones, and LAN use as necessary.

Rules for Appropriate Use

The LAN, email, and Internet connections of CSD exist primarily to support District and education-related activities (i.e., classroom instruction, District staff duties, etc.). In general, the support of CSD network resources requires a consistent operating environment. A major component of this environment is the software located on each computer on the CSD network. It is vitally important that the software on each computer be as consistent and static as possible. Any uncoordinated and/or unauthorized changes (i.e., downloading software from the Internet) to one or more computers can result in significantly degraded network performance.

It is understood that new software requirements come up frequently in a school environment. The District will strive to meet all educational and/or administrative technology needs, provided they are coordinated with appropriate CSD personnel. Please see the employee portal page on the District website for more information (www.colonialschooldistrict.org/employees). If you choose to install additional software, and that software is identified as causing network or device disruptions, the Technology Department may remove the software or reconfigure the device.

Permitted Use

Occasional and reasonable personal use is permitted, provided it does not interfere with the performance of the CSD network, or performance of personal duties and responsibilities. Some examples of acceptable personal use may include, but not limited to:

- limited correspondence with non-District entities via email, such as family members, athletic organizations, or local vendors;
- limited shopping or banking via the Internet; and
- non-school related information searches via the Internet.

You are responsible for the proper use of your personal network account. You must ensure that you do not share your ID and password with anyone else, regardless of circumstances. You will be held responsible for the misuse of your ID by other individuals. Remember that all information is non-secure, therefore you should use discretion when sharing information such as credit card numbers online.

Prohibited Uses

In general, improper uses of the CSD LAN, email, cell phone, and Internet systems fall into three categories:

- copyright infringements or software licensing violations,
- illegal activities, and
- degradation or abuse of network resources.

Specific examples of improper use of the CSD LAN, email, cell phone, and Internet systems include, but are not limited to:

- any illegal purpose;
- accessing or distributing materials which are offensive, abusive, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
- any activity or use which promotes discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability;
- threatening or violent behavior;
- any activity which promotes political unrest, illegal activities, or activities that are not considered in the best interest of students and/or staff;
- commercial messages, solicitation or "for sale" notices;
- using someone else's network account (with or without permission);
- abuse of CSD network resources (examples include physical defacement, damage or destruction of network resources; excessive printing; particularly for personal needs, and misrepresenting yourself and the CSD to others);
- knowingly creating and/or distributing software viruses;

- utilization of CSD technology for personal use other than in the performance of your job (*read "Permitted Use" section for exceptions*);
- gaining unauthorized access to restricted information or resources;
- any activity which results in unnecessary network traffic that may interfere with the ability of others to make effective use of the CSD network resources;
- gambling;
- forwarding email chain letters;
- spamming email accounts from CSD email services or company machines;
- downloading unauthorized and/or unlicensed software or files; and
- storage of confidential or sensitive information through online or cloud-based storage.

Improper/unauthorized downloads include, but are not limited to:

- pornographic material,
- copyrighted material without permission from the copyright holder, and
- illegal/unlicensed software of any kind.

CSD Mobile Technologies and Social Media

Social media is the use of web-based and mobile technologies to communicate through interactive dialogue. Social media technologies include but are not limited to blogs, picture-sharing, vlogs, wall-postings, email, instant messaging, music-sharing, Facebook, LinkedIn, Twitter, YouTube, and any successor protocol to transmit information. Mobile technologies are any devices that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; accesses the Internet, or private communication or information networks. Current examples are smartphones, tablets, portable music/video players, and other such technologies and subsequent generations of these and related devices. CSD recognizes that Web-based and mobile technologies are fundamentally changing opportunities to communicate with individuals or groups and how their use can empower the user and enhance discourse. Misuse of such technologies can be potentially damaging to the District, employees, students and the community. Employees will adhere to the Acceptable Use Policy and utilize digital communications and electronic devices in a professional manner at all times. District employees:

- shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA);
- are prohibited from interacting with current Colonial students via digital communication methods, except for school-related purposes. (*The exception to this would be for communication with the employee's relatives*). Current examples of digital communication methods include, but are not limited to, social media websites, texting, photo sharing, and

- video sharing;
- are responsible for the content of their posting(s) on any form of technology through any form of communication;
- shall not use district owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;
- in all instances must be aware of his/her association with the district and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students;
- shall not inappropriately use district logos;
- shall not use district intellectual property without the written approval of the Superintendent;
- shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate; and
- shall immediately report all misuse or suspected misuse of technology to their direct supervisor/ administrator who in turn will immediately report to the Superintendent.

Other Responsibilities

In addition to abiding by the requirements set forth above, district employees are responsible for:

- honoring acceptable use policies of networks accessed through CSD's LAN, email, and Internet services;
- abiding by existing federal, state, and local telecommunications and networking laws and regulations; and
- following copyright laws regarding protected commercial software or intellectual property.

Consequences for Inappropriate Use

Violations of these policies will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above policies, management can take disciplinary measures.

Disciplinary measures may include:

- consultation with district administration;
- suspension of CSD network account(s);
- revocation of CSD-issued devices; and/or
- other disciplinary or legal action, including termination, in accordance with CSD policies and applicable laws.

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(Please print clearly.)

Name: _____

School: _____

I have read the Colonial School District’s Acceptable Use Policy 115 and the Colonial School District’s Acceptable Use Policy-Staff Agreement, and I agree to abide by the provisions. I understand that my technology use is not private and that the District will monitor my activity and use of devices, electronic mail (email), faxes, and the Internet (including Wi-Fi). In consideration for the privilege of using the District’s electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the Colonial School District’s Acceptable Use Policy 115 and the Colonial School District’s Acceptable Use Policy Agreement-Staff.

Signature: _____

Date: _____

