

Staff Acceptable Use Policy

TECHNOLOGY CODE OF ETHICS

The use of technology in the Allendale Public Schools is a tool extended to staff members, student teachers, and volunteers to enhance learning and educational information exchange. Each user of technology shall read the following Guidelines, Responsibilities/Restrictions, and Disciplinary Action statements and sign the User's Responsibility Declaration form that follows prior to accessing and using technology.

GUIDELINES:

Staff may use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.

Staff may access the Internet and information from outside resources which facilitates learning and enhances educational information exchange.

Staff must use the school email system. While every attempt will be made to keep emails private, the user should be aware that under certain circumstances, such as sub poena's from law enforcement, FOIA, or with probable cause, the school may need to view email history.

Staff may use school computers for personal use during non-working/non-instructional times provided that such use does not violate the other provisions in this policy or any other school policy.

RESPONSIBILITIES AND RESTRICTIONS:

Users are prohibited from the malicious use of the technology to disrupt the use of technology by others, to harass or discriminate against others, to infiltrate unauthorized computer systems or to engage in any illegal activity using the technology or to publish any material that could be considered immoral or subversive by community standards.

Users are responsible for upholding the copyright standards. Illegal copies of copyrighted programs may not be made or used on school equipment.

Users are responsible for utilizing technology in the school primarily for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.

Users may have access to electronic student educational records governed by the Family Educational Rights and Privacy Act (FERPA). Users may access only those records for which they have the right and need to access and will protect them from unauthorized disclosure. Users will not compromise or disclose these records, electronically or otherwise, in accordance with FERPA stipulations.

Users will verify parental permissions before posting student photos and/or names on websites.

Users are expected to properly use and care for that hardware and software for which they have been trained to use and to seek assistance if necessary. Damage due to abuse or negligence is unacceptable. All damage to equipment should be immediately reported to the technology department.

Staff are expected to put forth a good faith effort to follow procedures established by the Technology Director.

Users are responsible for obtaining permission from the District Technology Director before bringing in their own software and using it on school equipment. In all cases, the user must abide by the licensing requirements of the software.

Users are responsible to take every possible precaution to keep all computer systems virus/malware free and are responsible for immediately reporting any suspected problems to the technology department.

Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the technology director. Changes in hardware configuration must have approval from the technology director.

Intentionally wasting district resources with excessive or non-school related printing is unacceptable.

Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.

Users are responsible for any inappropriate material requested via the Internet under his/her user account and accepts responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network (i.e. sniffers, backdoors, etc.), equipment, or software from entering the school computers via the Internet. E-mail's that are pornographic, inappropriate or otherwise dangerous to the integrity of the school's mission must be deleted immediately.

Users are responsible for maintaining the integrity of the school's electronic mail (e-mail) systems (i.e. chain letters and spam are inappropriate), reporting any violations of privacy (i.e. password violation), and making primarily those e-mail contacts which facilitate learning and enhance educational information exchange consistent with the purposes of the school.

Users are prohibited from using the technology for private business, for product advertisement or political lobbying that violates election law.

Staff will demonstrate good faith efforts to supervise students' use of technology under their charge.

DISCIPLINARY ACTION:

Users violating any of these Rights and Responsibilities may face disciplinary action deemed appropriate in keeping with the disciplinary policies of the school district

Users will be required to make full financial restitution for any unauthorized expenses incurred or any intentional damages caused.

USERS RESPONSIBILITY DECLARATION

I have read the attached Allendale School District Technology Code of Ethics and agree to be responsible for and abide by all the Rights, Responsibilities, and Disciplinary Action outlined.

(Staff Signature)

(Date)

Addendum

Examples of Current Procedures

1. Reserve the EL labs via the Google calendar.
2. Please honor colleague's reservations.
3. Please lock the doors of the lab when it is unoccupied
4. Please do not leave students unattended and unsupervised in the labs.
5. Inappropriate sites allowed through the Internet filter must be reported to the technology department.
6. Staff laptops will be turned in at the end of year checkout for maintenance purposes.
7. The school supplied Gmail account is intended for work with students and should not be used for official school communication. The school does not control who has access to these accounts as they are maintained by Google. As a result, this account should not be used for FERPA protected information.