Employee Technology and Online
Acceptable Use Guidelines

Technology, including email, school-based websites, learning and data systems, and social media, can serve as a powerful tool to enhance education, communication and learning. Technology and online resources provide valuable opportunities for research, curriculum support, and career development. Towards this end, Newton Public Schools ("NPS") provides a number of technology and online resources to employees and students. With such great possibilities, also comes the potential for abuse. Members of the NPS community are responsible for appropriate use of technology and online resources.   All existing NPS policies, regulations and laws that cover employee conduct apply to employees' use of technology and online resources.

APPLICABLE POLICIES

1. Newton Public Schools Technology and Online Acceptable Use Policy

Use of Newton Public Schools'(NPS) technology devices, including personal devices while using NPS online resources, Internet, learning and data systems, and social media sites shall be utilized in a manner consistent with NPS' educational mission. Thereby, demonstrating respect for the use of a shared resource, software and intellectual property rights, ownership of information and system security. Expectations for staff or student appropriate behavior and communication apply to use of NPS' technology devices, including personal devices while using NPS' online resources, Internet, learning and data systems, and social media sites. Any use of NPS' technology devices, including personal devices while using NPS online resources, Internet, learning and data systems, and social media sites that is contrary to this Policy or applicable Guidelines is unacceptable and prohibited.

2. Employee Technology and Online Acceptable Use Policy

Employees are expected to use technology, including personal devices while using NPS online resources, Internet, learning and data systems, and social media sites, appropriately at all times. The Newton Public Schools have established Employee Technology and Online Acceptable Use Guidelines ("Guidelines"), which will be found on the Newton Public Schools' website, that govern the acceptable use of NPS' technology and online resources by employees.

Each employee authorized to access school technology devices, online resources, Internet, learning and data systems, and social media sites is expected to read, understand and comply with the Employee Technology and Online Access Policy, the Technology and Online Acceptable Use Policy and applicable Guidelines. Any employee who violates the Technology and Online Access Policy or the Technology and Online Acceptable Use Policy or the Guidelines may be subject to disciplinary action, up to and including dismissal. Illegal use of school technology devices including personal devices while using NPS online

resources, Internet, learning and data systems, and social media sites will be referred to law enforcement authorities.

EMPLOYEE TECHNOLOGY AND ONLINE ACCEPTABLE USE GUIDELINES

These Guidelines apply to all NPS employees. NPS will take steps to ensure that other NPS stakeholders, including vendors and independent contractors, are informed of these Guidelines.

A. General Guidelines

These Guidelines govern an employee's use of technology, including personal devices while using NPS online resources, Internet, learning and data systems, and social media sites. These Guidelines set for the terms for Acceptable Use and examples of expressly prohibited uses, however, the Guidelines do not attempt to state all acceptable or prohibited activities. Employees who have questions regarding whether a particular use or activity is acceptable should seek guidance from the Director of Informational Technology and Library Services.

B. Access to Technology and Online Resources

Employees are to utilize school technology devices, Internet, learning and data systems, and social media sites only for purposes related to the schools and the performance of their jobs. The level of access that employees have to school technology devices, Internet, learning and data systems, and social media sites is based upon specific employee job requirements and need. This access is provided to current employees. Upon separation from the Newton Public Schools, email accounts are deleted and access to school learning and data systems and social media sites will be terminated. All NPS devices must be returned to NPS within one week of separation from NPS or the employee will be financially responsible for the device(s).

Employees are to utilize school technology devices, Internet, learning and data systems, and social media sites only for educational and related purposes and the performance of their jobs. Incidental and immaterial personal use of school technology and online resources is permitted as long as such use does not interfere with the employee's job duties and performance, system operations or other system users or other business in the district. "Incidental personal use" is defined as use by an individual employee for occasional personal communications as determined by the administrator. Any personal use by employees must comply with this Policy and the Guidelines.

C. Acceptable Use

 School technology devices, Internet, learning and data systems, and social media sites shall be used in a manner consistent with Newton Public Schools' educational mission and which shows respect for the use of a shared resource, software and intellectual property rights, ownership of information and security. Expectations for professional behavior and communication apply to use of NPS technology and online resources. An employee's use of NPS technology and online resources that is contrary to the Employee Technology and

2

Online Acceptable Use Policy or the Guidelines is unacceptable and prohibited.

D. Prohibited Use

Each employee is responsible for his/her actions involving technology and online resources and for his/her computer files, passwords, and accounts. General examples of unacceptable uses of technology and online resources that are expressly prohibited include, but are not limited to, the following:

1. Profane, obscene, violent or pornographic content and/or language;

2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, national origin, sex, gender, disability, sexual orientation, gender identity, genetic information, religion, age, family status, military status or source of income;

3. Any use to harass, discriminate, threaten defame, demean or intimidate or otherwise constitute personal attacks;

4. Content in support of, or opposition to, any political campaigns or ballot measures;

5. Any use to proselytize or advocate the views of an individual or non-school sponsored organization, including but not limited to, political or religious interests;

6. Solicitation of commerce, including but not limited to, advertising of business or product for sale or any use for private financial gain or fund-raising for any non-school sponsored purpose whether profit or not-for-profit;

7. Conducting personal business other than 'incidental use' that does not interfere with the employee's job duties and performance, system operations or system users.   'Incidental personal use' is defined as use by an individual employee for occasional personal communications."

8. Any use or conduct in violation of any federal, state or local law, rule, regulation or School Committee policy;

9. Encouragement of illegal activity;

10. Information that may tend to compromise the safety or security of the public or public systems;

11. Downloading, using or copying software in violation of a license agreement or copyright;

12. Content that violates a legal ownership interest, such as, but not limited to copyright, or otherwise infringes on an intellectual property interest;

13. Any communication that represents an employee's personal views as those of Newton Public Schools or that could be misinterpreted as such;

14. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over school information technology;

15. Accessing or attempting to access unauthorized sites on the Internet;

16. Obtaining confidential information about students and/or families for non-school related activities or sharing confidential information about students or employees for non-school related activities;

17. Posting content of school personnel, students or school related activities online without the permission of administration and/or student media releases;

18. Failing to report a breach of school information technology security to the Director of Informational Technology and Library Services and the building administrator or employee's supervisor;

19. Any unauthorized attempt to modify, delete, erase, or otherwise conceal any information that is stored on school information technology, including someone else's work or data, and any attempt to modify, delete, erase, or otherwise conceal any information that show a violation of this Policy or rules;

20. Using school technology or online resources after access has been denied or revoked; and

21. Any other misuse identified by the Newton Public Schools.

Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from his/her building principal or the Director of Informational Technology and Library Services or the Director of Human Resources. Prohibited or inappropriate use of technology or online resources could result in disciplinary action.

E. Expectation of Privacy

Newton Public Schools retains control, custody, and supervision of all school technology and online resources owned, leased or paid for by it. NPS reserves the right to monitor all technology and online resources, such as computer, Internet, and E-mail activity by employees and other system users. Employees have no expectation of privacy in their use of school technology and online resources, including E-mail messages and stored files, and online resources, regardless of whether such use is for school purposes or incidental personal use. E-mails concerning official school business are generally considered public record information subject to disclosure under Massachusetts Public Records Laws, M.G.L. c. 66, sec. 10; M.G.L. c. 4, sec. 7(26). Additionally, all actions performed by employees utilizing NPS' technology and online resources may be subject to disclosure or production in discovery in litigation.

F. Confidentiality of Information

The Family Educational Rights and Privacy Act (FERPA) and State student records laws and regulations protect the privacy, accuracy, and release of information for students and families of the Newton Public Schools. Personal information stored or transmitted by employees of the Newton Public Schools must abide by FERPA and state laws. Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

G. Staff Responsibility to Students

Employees who utilize school information technology and online resources for instructional purposes with students have a duty to supervise such use. Employees are expected to be familiar with the Student Technology and Online Acceptable Use Policy and Guidelines of the Newton Public Schools and to enforce such Policy and Guidelines. When, in the course of their duties, employees become aware of student violations, they are expected to stop the activity and inform the building or department administrator.

H. Responsibility for Devices Issued to Staff

An employee who has been issued a laptop or other mobile device is responsible for the equipment at all times in school and outside of school. There should be no expectation that stolen or damaged equipment will be replaced with similar equipment and an employee shall be responsible for any losses, costs, or damages incurred by Newton Public Schools related to the employee's negligent or intentional violations of this Technology Online Acceptable Use Policy and Guidelines. Only software and shareware with the appropriate licenses owned by the Newton Public Schools can be installed in the laptops. Any stolen or damaged equipment needs to be reported to building Principal and the Director of Information Technology and Library Services. For equipment stolen outside NPS, the staff member needs to file a Police Report.

I. Responsibility for Unauthorized Charges, Costs, or Illegal Use

Newton Public Schools assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

J. Liability Disclaimer

Newton Public Schools assumes no responsibility for any loss or corruption of data resulting from the use of NPS technology or online resources.

K. <u>Violation of the Technology and Online Acceptable Use Policy or Guidelines</u>

Violation of any portion of the Technology and Online Acceptable Use Policy or Employee Technology and Online Acceptable Use Guidelines may result in disciplinary action consistent with applicable Collective Bargaining Agreements, NPS policies, and NPS practice.

L. <u>Acknowledgement of Employee Technology and Online Acceptable Use Policy and Guidelines</u>

When signing off on the annual training administered by the Department of Human Resources, which references, summarizes, and provides information on accessing the Employee Technology and Online Acceptable Use Policy and Employee Technology and Online Acceptable Use Guidelines, all employees acknowledge that s/he has read and understands the Policy and Guidelines.