

Faculty/Staff
Monroe County Schools Acceptable Use Policy
Access to Electronic Media and other Technologies
Terms and Conditions

REASONS FOR PROVIDING ELECTRONIC INFORMATION RESOURCES TO STAFF

The schools in Monroe County recognize that technology is a valuable teaching tool that should be utilized whenever possible to enhance student learning and teacher productivity including but not limited to: research, communications, individual and group projects, collaboration, curriculum materials, and idea sharing. We encourage the use of all approved technologies and require they be used correctly and properly.

RESPONSIBILITY FOR LOCAL TECHNOLOGY RESOURCES AND INTERNET USAGE:

Access is a privilege, not a right. Access entails responsibility.

SITE RESPONSIBILITIES

- The facility should not reveal staff's personal identity or post a picture of a staff member or the staff's work on the Internet with personally identifiable information unless they have signed the Acceptable Use Policy.
- Staff members are permitted to have an e-mail account if deemed necessary by their supervisor.
- Electronic communications, Internet usage records and files are not private. They are owned by the Monroe County School District and can be accessed and reviewed at anytime by authorized personnel.
- The Monroe County School District will not be responsible for supervising or continually monitoring every form of electronic communication and Internet session for staff members.
- Signed policy will be kept on file in staff's personnel folder at the central office.

USER RESPONSIBILITIES

The use of your account should be in support of education and research and consistent with the educational objectives of the Monroe County School District. Access should not be used for private, business or personal, or non-school related communications. Any electronic communication, outside of that provided by the Monroe County School District, could be construed as inappropriate. The Professional Code of Ethics will be used as a guideline when communicating with both staff and students.

- I will follow the Professional Code of Ethics for Kentucky School Personnel (16 KAR 1:020) when communicating with both Staff, Students and Parents using either personal or district owned electronic devices.
- I will use all electronic media/devices for educational purposes or activities only.
- I will not give my user ID or password to any unauthorized person or trespass using any other person's electronic media.
- I will not use the network in such a way that would disrupt the network for others.
- I will not use obscene, rude, or disrespectful language or engage in personal attacks.
- I will not engage in any illegal activity including copyright infringement and plagiarism.
- I understand that unauthorized E-mail accounts may not be accessed on Monroe County School District's network.
- I understand that Email is only to be used for educational / school related purposes.
- I will not use electronic devices, either personal or district owned, to violate the privacy rights of others. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). (Reference District Policy 03.23214 and 03.13214 for additional guidelines)

- I will not create or share computer viruses.
- I will not destroy another person's data.
- I will follow all guidelines of the Monroe County School District Staff's Harassment / Discrimination District Policy 03.162 or 03.262 depending on your employment classification.
- Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or sexually explicit material, or material protected by trade secret.
- I will not use product advertisement or political lobbying that is not consistent with the purpose of the Monroe County School District.
- **Sending chain e-mail is prohibited.**
- Authorship and/or publishers of information in electronic form must be appropriately acknowledged in writing and research (footnotes, bibliographies, etc.)
- I will notify an administrator if I have visited an inappropriate website.
- I will not post information that could disrupt the educational process.

USE OF PERSONAL DEVICES

1. There are two wireless networks available. Personal electronic devices are only allowed to access the "Monroe Co Internet Access Only" wireless network. Accessing the district's private wired / wireless network using personal owned electronic devices is prohibited.
2. **The school or school district will not be responsible for tech support, repair, damage or theft of personal electronic devices while used at school.**
3. I will follow all guidelines outlined in MCSD's Use of Personal Cell Phones/Telecommunication Devices Policy 03.13214 or 03.23214 depending on my employment classification.

Telecommunication Devices:

- Communication devices, both personal and district owned, will **not** be permitted during instruction time for personal use, unless prior approval from building administrator has been obtained.
- Communication devices, both personal and district owned, should never be used by anyone who is in the process of transporting children. If an emergency arises while students are being transported, the driver must stop the vehicle before using a cellular phone.
- When communicating with students you shall maintain the dignity and integrity of the profession. (Professional Code of Ethics for Kentucky School Personnel)
- I will follow all guidelines outlined in MCSD's Use of Personal Cell Phones/Telecommunication Devices Policy 03.13214 or Policy 03.23214 depending on my employment classification.

Two-way Radios / Tel:

Employees are expected to use two-way radios in a professional manner with utmost concern for privacy and confidentiality for each student and staff member.

- I will follow all guidelines outlined in MCSD's Use of Telephone District Policy 03.23211 or 03.13211 depending on my employment classification.

Responsibility for Damages:

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Disregard of Rules:

Authorized or unauthorized users who are in violation of District rules governing the use of District technology shall be subject to the immediate restriction or loss of network privileges including, but not limited to, the Internet and may be eliminated from future access. If the violation is of such a nature that Board and/or school policy or other legal conditions are violated, additional action(s) may be taken by the appropriate school authority according to Board and/or policies.

**Acceptable Use Policy
Faculty/Staff Form**

I have read the above information about the appropriate use of all technology related equipment and programs at Monroe County School District, including the use of cell phones, e-mail and the Internet, and I will abide by the rules set forth in this document. Further, I consent to the consequences of violations as set forth in this document. I understand this agreement will be kept on file at the facility as a legal and binding document.

User Name (print): _____

User Signature: _____

Date: _____