

North West Hendricks School Corporation

Staff Acceptable Use Policy

The Acceptable Use Policy sets the standards for which all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy.

PHILOSOPHY

NWHSC is committed to the effective use of technology to enhance the quality of student learning through increased innovation, collaboration, and ownership of learning. It also recognizes that safeguards must be established to ensure the protection of our staff. Safeguards protect the school corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will allow staff to access and utilize global resources, communicate and collaborate with other individuals/groups, and significantly expand access to digital information.

Definition of Technology

Technology resources are defined as any electronic tool, device, program, or system that aids the educational/work environment and enables the employee to be more productive.

Technology includes, but is not limited to:

- Computer hardware and software applications
- Cell phones, handheld technologies and personal storage devices
- Analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- Distance learning through multiple means and locations
- Electronic (e-mail) mail systems, and communication technologies
- Copiers, printers, and scanners
- Televisions, projectors, telecommunications technology
- Servers, routers, hubs, switches, and internet gateways including wireless access
- Information systems software, including online applications
- Related and forthcoming systems and new technologies

Expectations and Acceptable Use

Personally-owned devices are included in this Acceptable Use Policy when connected to the NWHSC network and must be authorized by building-level administration. NWHSC is NOT responsible for any damage incurred while connected to the network. This includes, but is not limited to, power surges, viruses, or malicious acts from other users.

Access to School-Provided Technology

NWHSC personnel will be assigned access to school technologies as required by duties assigned to them. It is the responsibility of each staff member to maintain the security of login information, passwords, and any other security codes they are given. This confidential information will not be shared with any other individual, with the exception of the NWHSC Technology Department.

The following uses of school-provided technology or personally-owned devices (used at school) are prohibited and may lead to disciplinary action:

- a) Removal or copying of school-owned software from school computers
- b) Vandalize, damage, alter, or disable the property of NWHSC
- c) Use technology to harass, bully, or threaten another individual
- d) Access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language/material at any time
- e) Attempts to circumvent NWHSC policies or network restrictions. **It is a criminal offense to hack into a school system computer.**
- f) Plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- g) Introduce unauthorized information, computer viruses, or harmful programs into the computer system in public/private files or messages
- h) Participate in online gambling
- i) Use the school network in a manner that would cause congestion of the network or otherwise interfere with the work of others
- j) Send personal ads or sell items using school email
- k) Send fundraiser or electronic fliers using school email without administrative approval
- l) Disclose personal email addresses of others through a group or chain email
- m) Utilize the school corporation technology for commercial purposes or financial gain
- n) Send non-school related digital communication to students
- o) Share with any other individual user logins, passwords, or user codes at any time or to post login information so others may view
- p) Leave the computer logged in and accessible when not present, unless directed by the NWHSC Technology Department.
- q) Use technology hardware, software, information, and/or services of another individual without permission from administration

NWHSC has committed resources that have been made available to staff in order to create a culture of curiosity, collaboration, and creativity. The following guidelines have been established for acceptable use:

1. NWHSC technology resources shall be used for school-related purposes:

School technology resources are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user’s responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules or any other board policy, procedure, or school rules. “Incidental personal use” is defined as use by an individual for occasional personal communications. All email routing through the district’s system is captured and archived, and therefore can be accessed by authorities, if deemed necessary. NWHSC may and without notice or consent, obtain access to information, conveyed or stored on NWHSC technology, including telephone calls and electronic mail messages. NWHSC may use the information obtained for any legal purpose.

2. The Technology Department handles all repairs.

If a device quits functioning due to device failure, please notify the Technology Department immediately and return the device, power supply, and carrying case to the Technology Department. In the event of damage caused to a device due to neglect, it is the Staff member’s financial responsibility to cover the cost of repair or replacement. A lost or stolen device may fall under neglect.

3. Staff members are responsible for the protection of confidential files on the laptop.

Due to HIPAA, FERPA, and other Federal and State laws, staff must keep confidential information safeguarded from unauthorized users.

- I understand that all technology resources that the district has provided to me are the property of North West Hendricks School Corporation. I agree to all of the terms in the district’s Acceptable Use Policy. I will return the equipment to the district in the same condition in which it was provided to me.
- I will not allow any other individual to use any device or related equipment and accessories that have been provided to me by the district.
- I understand that a violation of the terms and conditions set out in this policy will result in the restriction and/or termination of my use of the corporation technology and may result in further disciplinary action up to and including termination of employment and/or other legal action.

Signature: _____ Date: _____