

Sparta Area School District

Article 328 – Acceptable Use Policy for Staff

Introduction

Sparta Area School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

This Acceptable Use Policy for staff outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Sparta Area School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Misuse of school resources can result in disciplinary action.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Sparta Area School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Sparta Area School District will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Student AUP

All staff are expected to also read the student Acceptable Use Policy, and to understand its impact as it relates to student’s use of technology in the classroom.

Inappropriate Content

The following types of content are strictly prohibited from the Sparta Area School District network and may constitute action by the District:

- Obscene or abusive language
- Harassing or threatening content including hate speech
- Profane, obscene or pornographic material of any kind including text, audio, images, or video
- Gambling
- Illegal activity of any kind
- Any content which may be harmful to minors

Staff also must agree to not engage in any online communication which is abusive, threatening, harassing, or personally damaging to others.

CIPA compliance

The Sparta Area School District uses content filtering technology to protect students from content which is harmful to minors, per the Children's Internet Protection Act. Per the law, the filters may be temporarily disabled in the pursuit of bona fide research or other lawful purposes. The District trusts staff members to enact temporary (up to 24 hour) overrides of the content filter on a per-student basis. All overrides are logged and should be used with caution and oversight.

CIPA also requires that the Sparta Area School District maintains absolute privacy for all students. At no time shall a student's personal information be made available to the public via online technology. A joint effort between District IT staff, faculty, and parents will be needed to ensure that students' privacy remains intact.

Copyrighted Content

The Fair Use provision of US Copyright law, and the TEACH Act allows for some use of copyrighted materials in a classroom setting. However, new technology has made it easier than ever to breach copyright. Typically, portions of work can be reproduced, but not the entire content, and never for repeated use. Online content streaming must also be considered; for example YouTube or NetFlix content is typically validated and OK for face-to-face classroom use, but not an illegal movie-streaming website.

Faculty should also be aware of copyrighted content in student's work. For example, Fair Use allows the use of a short clip of copyrighted music in a presentation, but not an entire song. It is prohibited for students to illegally download materials for an assignment or project.

E-mail and electronic communication

The 2006 amendment to the Federal Rules of Civil Procedure require the Sparta Area School District to archive all email and digital communications for a period of 7 years. To comply with the law, all email and electronic communication is archived as such.

SASD staff shall not use any third-party email communication while on duty. This includes creating and using email accounts with any other system except for that which under control of District IT Staff. All professional communications must be performed on these systems including e-mail, chat, or instant message.

Prohibited Activities

The following are examples of prohibited activities on the Sparta Area School District technology equipment, and may result in action by the District:

- Using the information technology for commercial purposes (i.e. using District equipment to provide goods or services which are not related to school business)
- Gaining access to unauthorized resources
- Sharing passwords or encryption information with anyone other than IT staff
- Using District technology for political lobbying
- Physical damage to technology equipment
- Unauthorized software reconfiguration or intentional disruption of services

Limitation of Liability

Sparta Area School District will not be responsible for damage or harm to persons, files, data, or hardware.

While Sparta Area School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Sparta Area School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Staff found in violation of this policy will be disciplined up to and including the possibility of dismissal.

I have read and understood this Acceptable Use Policy and agree to abide by it:

(Printed Name)

(Signature)

(Date)

Legal Reference:

Cross Reference:

Approved July 8, 2002

Revised: July 24, 2012