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Elmore County Public Schools
Responsible Use Guidelines for Employees

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With the use of technology, Elmore County Public Schools (ECPS) is expanding learning access for students, staff, parents and the entire Elmore County community. With this opportunity comes the obligation for appropriate and responsible use.

We in the Elmore County Public Schools district are pleased to be able to provide our students, staff and guests access to computer technology, including access to the Internet and a robust network. We are dedicated to the access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

The operation of technology in the district relies heavily on the proper conduct of the users. Every ECPS user has the responsibility to respect and protect the right of every other user in our community. ECPS users are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the resources they use, and with the laws of Alabama and the United States.

Adherence to the following is necessary for continued access to ANY and ALL technology resources while at school:

Users must respect and protect the privacy of others by:
- Using only assigned accounts/passwords and not sharing login/password information with others.
- Only viewing, copying or using passwords, data, or networks to which they are authorized.
- Refraining from distributing private information about others or themselves (such as full name, date of birth, address, phone number, Social Security Number, etc.) on blogs, web forms, or other websites using the ECPS network.

Users must respect and protect the integrity, availability, and security of all electronic resources by:
- Observing all district Internet filters and posted network security practices.
- Reporting security risks or violations to an administrator.
- Not accessing data, networks, hardware, software or other resources that do not belong to them, without clear permission of the owner.
- Not making any changes to settings in hardware, software or the network.
- Not vandalizing data, networks, hardware or other resources. Vandalism is defined as any deliberate attempt to harm or destroy data or property of another user or ECPS, the Internet/Intranet, or other networks.
- Conserving, protecting, and sharing these resources with other users.
- Notifying a staff member or administrator of computer or network malfunctions.
- Not installing software onto computers without appropriate approval.

Users must respect and protect the intellectual property of others by:
- Following copyright laws (not making illegal copies of music, games, or movies).
- Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:
- Communicating only in ways that are kind and respectful.

- Reporting threatening or discomforting materials to a teacher or administrator.
- Not intentionally accessing, transmitting, copying, or creating material that violates District policies and procedures (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Respecting the rights of others by refraining from cyberbullying, harassment or intimidation in messages, blogs, web content, social media and other electronic mediums.
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works) through messages, blogs, web content, social media and other electronic mediums.
- Not using district resources to further other acts that are criminal or violate District policies and procedures.
- Avoiding spam, chain letters, or other mass unsolicited mailings.
- Refraining from buying, selling, advertising, lobbying or otherwise conducting business, unless approved as a school project.
- Only using the Internet and other electronic resources that are in support of education and with the educational goals, objectives, and policies of Elmore County Public Schools.

Users may, if in accordance with the above guidelines:
- Design and post web pages and other material from school resources. Students may have the opportunity to participate in electronic publishing. From time to time, your child's school or the district may wish to publish examples of student projects, quotes, photographs, student recognitions and/or videos that include your child. Student work or images published on school web pages may include the student's name and the use of personal information will follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA) section of the code of conduct. Any information about ECPS students or activities, even if hosted on outside servers, should follow ECPS web posting procedures. The district respects the rights of parents to restrict their children from publishing on the Internet and will secure parent permission through the student guidleines. Parents will be required to sign a form if they choose to deny having student work, pictures, and/or student's name appear on the Internet/Intranet.
- Communicate electronically via tools such as email, chat, text, or document sharing resources. All accounts with third party providers will be used for school projects and to support the mastery of effective and proper communications. ECPS cannot and does not guarantee the security of electronic files located on external repositories. Although these providers have content filters in place, the District cannot assure that users will not be exposed to unsolicited information. All student confidentiality precautions should be followed when using third party resources.
- Participate in videoconferencing activities including virtual fieldtrip connections with entities such as zoos, museums, universities, and government agencies. Classes may also participate in point-to-point connections with other classrooms around the district and around the world or multi-point conferences connecting many classrooms. In a distance learning environment, the teacher and students' voice, physical presence and participation in classroom activities will be transmitted to other distance learning sites. These events may or may not be recorded.
- Use district resources for any educational purpose.

Consequences for Violation
School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

Use of the district network is not a right, but a **privilege**, and inappropriate use will result in cancellation of that privilege, disciplinary action, and/or prosecution. Prior to participation, a potential network user

will receive information pertaining to the proper use of the network and sign a user agreement. School and district administrators will decide what constitutes inappropriate use of the network and their decision is final. Violations will be dealt with in accordance with District policies and procedures, or local, state or federal law.

Supervision and Monitoring
Information networks are "public places" and user actions are visible to others on the network. Elmore County Public Schools has the right to monitor network use to ensure that the network continues to function properly for all of its users. Anyone using electronic networks expressly consents to such monitoring. Monthly reports of Internet use are generated and may be shared with campus administrators. Prosecution and/or termination of user privileges will occur without warning.

It is the responsibility of all staff members' to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts.

It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior. In the classroom, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity; however, it is impossible to control all materials on a global network and users may encounter inappropriate information. Even with filtering the school district cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district.

As required by the federal Children's Internet Protection Act(CIPA), each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or to any material deemed harmful to minors as defined by CIPA and as determined by the Superintendent or designee.

With access to computers and people all over the world, there may be some material or individual communications which are not suitable for school-age children. Elmore County Public Schools views information gathered from the Internet in the same manner as other reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with *directed guidance from the faculty and staff*.

Warranties
Elmore County Public Schools and joint providers of the network make no warranties of any kind, whether expressed or implied, for the services provided. ECPS will not be responsible for any damages suffered while using the system. These damages include, but are not limited to, loss of data, delays, non-deliveries, service interruptions caused by the system, or service interruptions caused by errors or omissions of the user. The District specifically disclaims responsibility for the accuracy or quality of information obtained through Internet connections.

Accessing the District WiFi Network
The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic information. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and

paper. To this end, the District will open a wireless network through which students in specific age groups will be able to connect technology devices for instructional activities. Employees and Students using district owned or personal technology devices must follow the guidelines stated in this document and the BYOT Procedures (http:// bit.ly/ECPS_BYOT) while on school property, attending any school-sponsored activity, or using the ECPS network.

- High School – Students are allowed to use district or personal technology devices that can access the Internet for educational purposes as determined by the classroom teacher. Students will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner.
- Middle School – Students are allowed to use district or personal technology devices that can access the Internet for educational purposes as determined by the campus and/or classroom teacher. Students will not be allowed to use the devices during passing periods or in the cafeteria, or in any classroom without the express permission of the administrator/teacher.
- Elementary – Students in grades K-5 are allowed to use district technology devices for academic classroom use as determined by the classroom teacher.

When utilizing the district WiFi network, ALL USERS are expected to adhere to the following:
- The district is not responsible for any content accessed by users who bypass the district Internet filter by connecting to the Internet via their personal cellular network (i.e. 3G, 4G, LTE, etc.), instead of through the district WiFi.
- Users are responsible for backing up their personal data and other important files regularly.
- Those who use district owned and maintained technologies to access the Internet at home are responsible for the set-up and cost of home internet service.

Expectations for Use of District Issued Technology Devices
Responsible use of district issued technology devices is the same as use of classroom and lab computers that belong to the school--it is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, district policies, procedures and other regulations and school rules, apply to the use of the Internet and other school technological resources.

Employees who are issued district owned and maintained devices will be asked to sign a property pass/ contract agreeing to district guidelines.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage to devices while under their control. The school district is responsible for any routine maintenance or standard repairs to school system devices.

Use of Personal Technology Devices
Use of all personal electronic devices—including smart phones, laptops, tablets, readers, handheld devices, storage devices, etc.—used on district property or attached to the district network is subject to all guidelines of Responsible Use Guidelines, BYOT Procedures, and other District policies and procedures. An electronic device- laptop, tablet, or phone, may belong to the user but the network belongs to ECPS. Therefore, all ECPS network rules apply. If approved personal devices disrupt network operations, ECPS has the right to discontinue future use and the user may be liable for restitution for damages and/or disciplinary action.

Responsibility to keep the personal technology secure rests with the individual owner. ECPS is not liable for any device stolen or damaged on campus. The district <u>cannot replace or provide financial restitution</u> for any stolen or damaged personal technological device.

Furthermore, users must agree to the following conditions:

- Each user is responsible for his/her own device: set-up, maintenance, charging, and security. District personnel will not support, diagnose or repair personal devices.
- Printing from personal technology will not be possible at school.
- ECPS is
  NOT responsible for stolen or damaged personal technology devices,
  NOT responsible for the maintenance or repair of any personal technology, and
  NOT responsible for any costs incurred due to the use of personal technology.

Email Retention
In accorance with certain laws pertaining to eDiscovery and electronically stored information (ESI), Elmore County Public Schools, archives ALL employee emails for a period of 7 years.

Remote Access
ECPS provides several technical resources (Chalkable InformationNOW, SETS, Office 365, Renaissance Place, Clever, Canvas, GAFE, etc.) that allow users to conduct school district business from remote locations. This service is provided as a courtesy, and the district has no expectation that work be performed away from the worksite. School district business performed from home or other remote locations will be conducted in accordance with all Responsible Use Guidelines. Users are expected to apply physical security measures (e.g. passwords) and to maintain the confidentiality of district personnel, students, and parents. ECPS is not responsible for lost data or technical issues that occur on home computers while using these resources.

Communicating using Electronic Media
Electronic media includes all forms of social media, including text messaging, instant messaging, email, blogs, wikis, chat rooms, video-sharing sites (YouTube, etc.), social networking (Facebook, Twitter, etc.), and telecommunications (landlines, VoIP, cell phones, and web-based applications.) If an employee wishes to use electronic media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

If an employee uses electronic media for educational purposes the site must be separate from the employee's personal page, must meet all other district guidelines, must meet a specific instructional purpose, and must be approved by the building principal. The employee shall limit communications with students using any electronic media to matters within the scope of the employee's professional responsibilities (class work, homework, tests, school-sponsored extracurricular activities.)

Employees should retain this document on file for reference.

Elmore County Public Schools
Responsible Use Guidelines
(For District Personnel)

I,_____ , have read the Responsible Use Guidelines
       (printed employee name)

document, understand it, and agree to adhere to the principles and procedures detailed within. I
understand and accept the conditions stated in the Responsible Use Guidelines and agree to hold
blameless, and release from any liability, Elmore County Public Schools, the sponsoring school, its
subcontractors, and employees. I understand that a network user is expected to use good judgment and
follow the Responsible Use Guidelines and any other District policies and procedures in making
electronic contact with others, and that violation of any provision of the Responsible Use Guidelines may
incur severe disciplinary action by the district.
I understand that it is possible for all users of the worldwide Internet (including school-age children) to
access information that is intended for adults. As an employee of Elmore County Public Schools, I will
use the district Internet connection only for purposes consistent with the goals and objectives of the
district and make every effort to ensure that students do the same.

I understand that the Responsible Use Guidelines may be revised by the district to respond to the
changing environment of web-based computer technology; I agree to any revised conditions of the RUG as
updated on the district website. (http://bit.ly/ECPS_RUG_Employees)

_____
       (employee signature)

Employment Location: _____   Date: _____