

Norton City Schools

Technology Acceptable Use Policy for Staff

Introduction

Technology can greatly enhance an instructional program, as well as provide efficiency for users. Norton City Schools provides staff with access to equipment, software, and network services to be used as tools to support learning, collaboration, educational research, and District operations.

It is the policy of Norton City Schools that these technology resources be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the district. The District reserves the right to amend policies and regulations as necessary throughout the school year. Staff will be notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. Staff must acknowledge their understanding of the policy and guidelines as a condition of receiving network and internet access. In order for the School District to be able to make its network and internet access available, all staff members must take responsibility for the appropriate and lawful use of this access.

Use of the District Network includes Internet access. Internet access is filtered throughout the District as required by the federal Childhood Internet Protection Act. For this reason, personal hot spots cannot be used during any interaction with students. While content on the Internet is filtered and network use is subject to supervision, it is possible that staff members might access inappropriate material either deliberately and/or accidentally. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment or harmful to minors. Staff members should immediately report any security problem or misuse of the Internet or equipment on the network to a supervisor, a building administrator, or the Technology Coordinator. Student guardian will receive prior notice from the teacher of online resources that require a student account.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and;
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

The District network is to be used in a responsible, efficient, ethical, and legal manner. In order for staff members to use the District network and the Internet, staff members must first read, understand, and sign the following Acceptable Use Policy annually. The School District reserves the right to refuse access to the District network.

Technology Resources

The technology systems of the District are intended for educational uses. Material created and/or stored on district managed resources is not private. To ensure proper use, administrators will periodically review the network. All communications and information utilizing district resources are subject to removal if deemed inappropriate.

Acceptable Uses of Technology Resources

- Norton City Schools is providing access to its network for only educational and school operational purposes. If you have any doubt about whether a contemplated activity is appropriate, you should consult with a supervisor, a building administrator or the Technology Coordinator.
- Staff members will respect the privacy of others, which includes but is not limited to not accessing or altering the work of others without permission.
- Staff members will respect the proper care and functions of the equipment and immediately report any hardware, software, security problem, or network abuse to a supervisor, a building administrator, the Technology Coordinator, and/or a union representative when appropriate.
- Personal removable storage media shall only be used if believed to be virus free.
- Staff members will occasionally delete downloaded items containing confidential student information (IEPs, 504s, Progress Book reports, etc.) from devices in order to protect student confidentiality.
- Staff members will respect student privacy laws (COPPA) and only use websites that request personally identifiable student information (last name, address, Log in with Google) if the site is on the approved list at <https://www.nortonschools.org/StudentPrivacyInformation.aspx>

Unacceptable Uses of Technology Resources

- Using email, web page, or other school provided resources to send and/or forward material that could be considered inappropriate, offensive or harassing.(includes, but not limited to: jokes, political rhetoric, personal sales, chain emails)
- Use unapproved personal technology equipment (includes, but not limited to printers, scanners, laptops, mobile devices) or software on District network resources.
- Share a network account or password with another person.
- Engage in actions detrimental to the operation of hardware, software, and/or the network (includes, but not limited to, wasting resources, i.e., paper, ink, server space, network band, etc). .
- Create or change configurations on computers or the network without permission of the technology department.
- Access unauthorized hardware, software, or sexually explicit material on the network.
- Alter or “hack” any program, hardware, or software.
- Use vulgar, derogatory, or obscene language, or language that may constitute personal attacks or harassment of or provide private information about another person.
- Plagiarize or break copyright laws.
- Use District technology or network services for personal purposes during interaction with students.
- Download, copy, or store unauthorized files, software, shareware, or freeware.
- Attempt to/or bypass the filter (includes, but not limited to, hot spots, proxy servers, etc.) for unauthorized websites.
- Download any files with student PII (Personally Identifiable Information) to a personal device or flash drive. (Examples: ProgressBook Progress Report Summary, IEP, NWEA/MAP report, etc.)
- Provide filter override access to a student.
- Move district resources or run cabling without prior permission from the Technology Coordinator.
- Log students into computers for purposes other than mandated online testing without confirmation of a signed AUP.

Consequences of Irresponsible Use

Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation. Consequences might include:

- Loss of technology privileges for a specific period of time or indefinitely.
- Disciplinary action
- Potential civil or criminal liability.

E-Learning/Remote Learning

All staff members using platforms established for e-learning/remote learning regardless of whether the staff member is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Staff members in violation of this policy or the accompanying regulation may be subject to discipline.

Warranties/Indemnification

The Norton City School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the Internet provided under this Policy. The Norton City School District will not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Norton City School District, its employees, and the NorthEast Ohio Network for Educational Technology (NEONET) harmless from any and all loss, costs, or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or another computer outside the School District's network.

Keep this copy of the policy

**Norton City Schools
Staff Member Technology Acceptable Use Agreement**

Staff Member

- I have read and understand the Norton City School's Technology Acceptable Use Agreement.
- I will make every effort to hold students accountable to the policy and to report violations to my supervisor, building administrator, Technology Department, and/or a union representative.
- I understand and agree to abide by the Acceptable Use Agreement.
- I understand that my inappropriate use of technology resources can result in disciplinary action.

Staff Member's Signature: _____

Date: _____

Please print your first and last name: _____

Building: _____

Job Title/ Position: _____