

STAFF TECHNOLOGY USE POLICY

DEFINITION OF ELECTRONIC INFORMATION RESOURCES

Electronic Information Resources including any hardware or software intended for the storage, transmission and use of information as well as the digital content files that may be stored, transmitted, or used with hardware or software. This definition includes electronic mail, voice systems, local databases, externally accessed databases, CD-ROM, DVD, video, recorded magnetic media, digital movie or photographic files, telephones, mobile devices, social media or other digitized information. This also includes any wire, radio, electromagnetic, photo-optical, photo-electronic or other facility used in transmitting electronic communications, and any computer facilities or related electronic equipment that electronically stores such communications.

RESPONSIBILITIES OF USERS

Access to information resources is granted with the expectation that resources will be used in an ethical and lawful manner. Users will employ electronic information resources consistent with the requirements of federal, state, and local law and Goddard School District policies. Users are responsible for using resources appropriately to maintain the integrity of the electronic information resources, and where appropriate, the privacy, confidentiality, and/or security of the electronic information. Access can be denied to users with a history of network misuse and access can be revoked. The Goddard School District makes no warranties of any kind, whether expressed or implied, for the network service it provides. The district and its employees will not be held responsible for any damages or loss of data resulting from any cause.

Individuals should not give out, loan, share, or otherwise allow anyone else to use the access privileges granted to them. Access to secured information resources is provided only with proper authorization.

Users are responsible for all activities that occur while using information resources assigned to them and shall respect the intended use of those resources.

Users may not attempt to circumvent login procedures on any computer system or otherwise attempt to gain unauthorized access. This is not an acceptable use of information resources and may be a crime under federal, state or local law.

All users shall use electronic information resources in a manner that does not in any way interfere with, compromise, or harm the performance, functionality, or integrity of the Goddard School District's electronic information resources. This shall include the adherence to Goddard School District standards regarding software updates and protections, data handling, and other policies and procedures enacted by the Goddard School District.

Users will respect network capacity as a shared resource and therefore may not perform operations that degrade network performance for other users. Users may not send spam, chain letters, mail bombs, and/or engage in other activities that infringe on the rights and/or productivity of others.

Users should respect the rights of copyright owners and, when appropriate, obtain permission from owners before using or copying protected material, including, but not limited to, music, movies, software, documents, images, or multimedia objects. Systematic or excessive downloading or printing of content is not permitted; including downloading or printing whole journal issues.

Incidental personal use of electronic information resources by staff is permitted provided that this use does not interfere with Goddard School District operations, violate Goddard School District policies, creates an inappropriate atmosphere for employees in violation of law or generate incremental identifiable costs to the Goddard School District, and/or negatively impact the user's job performance.

COMMUNICATION NOT PRIVATE

District staff shall have no expectation of privacy in communication sent via the network. The district, may, from time to time, as authorized by law, intercept information sent via the USD 265 network. The messages will be accessed when there is a legitimate purpose to do so. Legitimate purposes include, but are not limited to, when the district has reasonable grounds to suspect that such a search will produce evidence of misconduct or that the search is needed for work-related non-investigatory purposes. In such cases, the district shall limit the scope of the review to one that is reasonably related to the objectives of the review.

The district administration reserves the right to monitor all accounts.

PROHIBITED USER ACTIVITY SHALL INCLUDE BUT IS NOT LIMITED TO:

- Using, possessing, or distributing any media containing applications or data inconsistent with educational objects.
- Using electronic information systems resources for personal or private business, for product advertisement or political lobbying, or for incurring financial commitments over the internal or external network.
- Using the electronic information system resources to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any electronic information system resource.
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound.
- Using the electronic information system resources to obtain or disseminate pornographic and/or sexually suggestive content.
- Revealing any personal, confidential, or private information about another individual such as home address, phone number, student record, etc.
- Representing oneself as someone other than who you are.
- Using someone else's account number or password or allowing someone else to use your account number or password.
- Trespassing in folders not authorized to users.
- Damaging equipment or intentionally wasting resources.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law.
- Violating any federal, state, local, common law or criminal law.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libel or slander.
- Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of Goddard Public Schools.
- Allowing students to be logged on or utilizing staff assigned computers.
- Certain file types that should not be stored on the electronic information system resources including but are not limited to mp3, wav, exes, source code, virus files or other file types not licensed to the Goddard Public Schools.
- Moving, adding or changing electronic information systems resources without prior consent from the Goddard Public Schools Technology Department.
- Not logging out in a timely manner or while away from workstation.

VIOLATIONS

Employees of the district who violate these guidelines may be denied future network privileges and may be subject to other disciplinary action.

VOICE MAIL

- **DEFINITION:** The term "Voice Mail" as used herein means and includes all voice mail messaging systems provided to teacher, staff, students, and parents for their use.
- **VOICE MAIL USE**
- Access to the district's Voice Mail is a privilege not a right. All voice mail users must adhere to district

guidelines. Access can be denied to users with a history of Voice Mail misuse and access can be revoked when a user misuses Voice Mail.

- The Goddard School District makes no warranties of any kind, whether express or implied for the Voice Mail service it provides. The district and its employees will not be held responsible for any damages or loss of data resulting from any cause. Individual users are responsible for their own actions in the use of Voice Mail.
- **PROHIBITIONS**
 - The following actions are specifically prohibited.
 - Use of Voice Mail for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing or other material prohibited by law or district policy.
 - Dissemination of personnel or student information via the Voice Mail system when such information is protected by law, including the Family and Educational Rights Protection Act and the Individuals with Disabilities Education Act.
 - Utilization of Voice Mail as a means for advertising or solicitation.
- **VIOLATIONS**
 - Employees of the district who violate the policy may be denied future Voice Mail privileges and may be subject to other disciplinary action.
- **OWNERSHIP OF EMPLOYEE-PRODUCED COMPUTER MATERIALS**
 - Teachers are not to utilize district-owned technology equipment to produce instructional material, computer materials or devices intended for personal profit or gain. Such use will be considered a voluntary waiver of any ownership rights for material created with district owned technology including any rights under “Article 10: Teacher Inventions” of the Negotiated Agreement.”
- **DISCLAIMER**
 - The District makes no warranties of any kind, either express or implied, for the network access it is providing. The District will not be responsible for:
 - Any damages users suffer, including, but not limited to, loss of data resulting from deletions, interruptions in service or computer viruses;
 - The accuracy, nature or quality of information stored on District diskettes, hard drives, or servers;
 - The accuracy, nature or validity of information gathered through District provided Internet access;
 - Property used to access District computers or networks for District-provided Internet access; or
 - Any unauthorized financial obligations resulting from District-provided access to the Internet.

EMAIL

- All employees are responsible for reading and following the BOE policy on Technology Use
- The intra/internet e-mail system is the property of the school district. District staff shall have no expectation of privacy in communication sent via the district network. The system may be monitored without notice for examination of records/retention; investigation of illegal activity, or as needed for administration of school business. Some random monitoring will occur to ensure policy compliance.
- Only authorized personnel will conduct monitoring procedures and the Superintendent or an Assistant Superintendent will be present during the procedure. Monitoring will be documented.
- E-mail is subject to the government record retention requirement of K.S.A. 45-403. A government record includes “all volumes, documents, reports, maps, drawings, charts, indexes, plans, memoranda, sound recordings, microfilms, photographic records and other data, information or documentary material, regardless of physical form or characteristics, storage media or condition of use, made or received by an agency in pursuance of law or in connection with the transaction of official business or bearing upon the official activities and functions of any governmental agency.” E-mail of this type may

be subject to disclosure laws and in the event of litigation may be subject to discovery.

- E-Mail documents that are a government record as described above should be printed (or stored as a word processing document) and become a part of the record system and retained. E-mail that is not a government record should be deleted when no longer needed.
- E-mail containing confidential information is prohibited except as authorized by the Superintendent or designee all such e-mails must contain the district confidentiality statement, i.e., “*Confidentiality Notice: This email message, including any attachments, is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential, and may be legally privileged for the sole use of intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.*” Inappropriate e-mail includes that which contains humorous antidotes, cartoons, jokes, sexual comments or innuendoes. E-mail of a highly personal nature such as legal inquiries, employment inquiries, tax or financial documentation, romantic exchanges, serious complaints of a personal nature are all inappropriate use of e-mail and are subject to monitoring. All aspects of the employee technology use policy are enforced and monitored. Violations of the policy may be subject to immediate disciplinary action and may result in reprimand, suspension or possible termination. Legal action may be taken if appropriate.
- Employees should report inappropriate e-mail to their immediate supervisor or directly to the Assistant Superintendent for Academic Affairs.
- E-mail is not backed up; therefore, employees must adhere to the retention policy stated above. Employees are advised that computer forensic experts can generally retrieve e-mail previously deleted. Computer data consists of three types: active, backup/archival, and residual. Active files may be found on the employees’ disk drives once mail has been accessed. Backup files, if made or available contain copies of the file no longer available on the serves. Residual files are those deleted files that have not been overwritten by other saved files or wiped out by special programs.

SOCIAL MEDIA

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Goddard School District has established the following guidelines to help clarify how best to enhance and protect personal and professional reputations when participating in social media for professional use.

- **Professional Social Media Accounts**
 - Professional (school use) social media accounts must be approved by the building administrator or employee’s supervisor.
- **Responsibility:**
 - Employees using social media are responsible for their words and actions.
- **Protect confidential and proprietary information:**
 - Do not post confidential or proprietary information. This includes information that may become public, but has not yet been announced or posted.
 - Employees who share confidential information do so at the risk of disciplinary action. • Federal requirements such as FERPA (Family Educational Rights and Privacy Act), HIPPA (Health Information Privacy Protection Act) and COPA (Children’s Online Privacy Act) as well as state regulations apply to social media use.
- **Respect copyright and fair use:**
 - When posting, be mindful of copyright and intellectual property rights.

- **Don't use Goddard School District images for endorsements:**
 - Do not use any Goddard school or district name, logo or image to promote a product, cause, or political party or candidate.
- **Terms of service:**
 - Obey the Terms of Service of any social media platform employed.
- **Think twice before posting:**
 - Privacy does not exist in the world of social media.
 - Consider what could happen if a post becomes widely known and how that may reflect both on you and the school district.
- **Use good judgment:**
 - Remember that what you write is public. You should always assume that it will be read by the board of education, superintendent, principals, co-workers, parents, students, the school community, and the attorney for the person who doesn't like you. Ask yourself if you are comfortable with all of these people reading what you plan to post.
 - Be careful that what you write would not impair your ability to work with your co-workers, students, parents or other members of the school community.
 - If you have identified yourself as a Goddard School District staff member on your site, anything you post reflects on your school district position. It should be clear that the views expressed on your site are not necessarily those of Goddard USD 265.
 - Remember that what you write, even if retracted, is archived and can be with you longer than you might expect.
 - Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes students, employers, colleagues, and peers. Consider this before publishing.
- **Be respectful:**
 - Don't use ethnic slurs, personal insults, obscenity, or engage in conversation that would not be acceptable in our workplace.
 - Remember that frustrations are best expressed in person. Sarcasm does not usually translate well, so be careful how you use humor.
- **Strive for accuracy:**
 - Get the facts straight before posting them on social media.
 - Review content for grammatical and spelling errors. This is especially important if posting on behalf of a school or the school district.
- **Inappropriate content:**
 - If you discover inappropriate content or content that is disrespectful, contact your principal or supervisor immediately.

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