

School District of Tomahawk Employee Technology Acceptable Use & Internet Safety Policy

The School District of Tomahawk provides staff with access to the Internet and devices for the purpose of fulfilling the District's mission of teaching and learning. Uses are to be related to the academic programs or operations of the District.

The District reserves the right to alter this document and the right to correct abusive or disrespectful behavior pertaining to the use of technology at the District. All users of computers at all locations should be familiar with this document. Employees are expected to use technology responsibly and to follow the criteria set forth in this policy. In addition, other rules governing the use of computers may exist in specific areas of the School District of Tomahawk.

We are fortunate to have access to computers, online services, the Internet and other various forms of technology and connectivity. It is assumed that everyone (that is students, faculty, staff, administrators, and parents) will use computers in an ethical, responsible manner. Guidelines concerning appropriate usage follow.

A. General rules:

- 1) Since all computer equipment is inventoried and assigned to a particular location, Building Administrators and the Information Technology Coordinator must approve removal to different locations in advance.
- 2) The purposeful introduction of computer viruses to any computers in the district is not allowed in any manner and will result in immediate disciplinary action.
- 3) Computer hardware may not be exchanged, moved or tampered with in any way.
- 4) Laptops, chromebooks, communications/network-aware technologies, and new technologies as they become available (hereafter referred to as electronic devices) are allowed only under the following guidelines:
 - a) Electronic devices are provided to employees to support education. In the event that an employee feels a need to bring in a privately-owned device, the district retains the right to search that device including but not limited to the hard drive, contents of the hard drive, files, removable media, connected devices, or any electronic devices contained therein.
 - b) Permission to bring in electronic devices must be obtained in advance from the Information Technology Coordinator.
 - c) The school is not responsible for lost, stolen and/or damaged devices
 - d) Connecting non-district equipment to the district network is not allowed at any time without permission from the Building Administrator or the Information Technology Coordinator.
 - e) All guidelines for appropriate use must be adhered to, including but not limited to:
 - the express prohibition of viewing of offensive material, hate mail, discriminating remarks, obscene or pornographic material
 - obscene, harassing, racist, sexist, or abusive language
- 5) Equipment and software purchased through grants awarded to the district become the property of the district and are subject to this policy.
- 6) Subscribing, bidding, and/or ordering from advertisements, services and/or websites is not allowed except for district related purchases.
- 7) School and network administrators reserve the right to review the system from time to time to ensure that the system is being used properly. Any material created, stored, or sent through the network and/or any district computer is subject to this review and therefore not guaranteed to be private.
- 8) It is the users' responsibility to backup all documents stored on the server or the users local pc. When computers are picked up for repair or maintenance the IT department is not responsible for lost documents.
- 9) Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

B. General rules on safe and ethical use:

- 1) Use of computing equipment, network access, email and Internet will be used to support the school curriculum, the educational community, projects between schools, communication, and research for school students, teachers and administrators in a manner consistent with Board policies, appropriate for School District Staff and Student Code of Conduct and applicable statutes of the Wisconsin Criminal Code.
- 2) All email accounts are owned by the School District of Tomahawk and therefore, are not private. The School District of Tomahawk retains the right to review, audit, intercept, access and disclose all forms of messages created, received or sent over the network and electronic mail system as necessary and to archive district email as required. This includes but is not limited to emails, instant messaging, blogging, and other forms of electronic communication.

- 3) No viewing of offensive material, hate mail, discriminating remarks, or obscene or pornographic material is allowed.
- 4) Staff may not use any form of obscene, harassing, racist, sexist or abusive language on-line.
- 5) Staff may not use the Internet and/or email for personal financial gain or for more than occasional personal use including the sending of personal messages.
- 6) Staff shall be aware of and comply with State and Federal laws regarding the confidentiality of student information especially when using the Skyward Program.
- 7) Staff shall be aware of and understand the Student Acceptable Use and Internet Safety Policy.
- 8) It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District's network and computer system. This includes, but is not limited to:
 - Teaching students how to find educationally appropriate electronic materials.
 - Teaching students how to judge the educational suitability of electronic materials.
 - Teaching students information literacy skills, including understanding of safety, copyright and data privacy.
 - Teaching students proper safety and security procedures when using electronic mail, chat rooms, and other forms of direct electronic communication.
- 9) The administration reserves the right to disable an account at any time.
- 10) The administration, faculty and staff of the schools may request that the Information Technology Coordinator deny, revoke or suspend specific user's access for information-related abuses.
- 11) The School District of Tomahawk makes no warranties of any kind, whether expressed or implied, for the computer service they are providing.
- 12) Certain Web 2.0 tools such as social networking sites, wikis, podcasts, RSS feeds and blogs that emphasize online educational collaboration and sharing among users, may be permitted by the District. Users must comply with this policy as well as any other relevant policies and rules during such use. Using Web 2.0 tools requires increased planning and student supervision including supervision of posted content to meet the requirements of the student and staff Acceptable Use Policies.
- 13) Students, faculty, staff and administrators should keep passwords private and never reveal them to anyone. Passwords should be changed immediately and the Information Technology Coordinator should be contacted if there is any reason to believe that your current password is no longer secure.
- 14) All staff should always log-off or shutdown computers when they are finished using the network. In addition, staff should never leave a computer logged on to the network unattended even for a moment.
- 15) The network should not be used to disrupt the use of the network by others; hardware or software shall not be destroyed, modified or abused in any way.
- 16) Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords that belong to other users, or misrepresent other users or themselves on the network.
- 17) Staff should save on the network only documents, music, pictures, and/or videos that are related to their professional responsibilities.
- 18) Users are expected to respect the privacy of other users and not divulge personal data concerning faculty, staff, or students. All employees agree to assist in investigating any potential or actual violations of policies and procedures.
- 19) Usernames and passwords should be protected from unauthorized use at all times. Do not post any of this information where it can be viewed by others.
- 20) Staff are responsible to adhere to all copyright laws and adhere to them in their classroom teaching practices.

C. General rules on using software:

- 1) Unauthorized copying of software is illegal and prohibited. The software license specifies the number of computers on which the software may be installed; this agreement must be adhered to strictly.
- 2) Software must be used as intended and may not be deleted or altered.
- 3) The illegal downloading of copyrighted software is prohibited.
- 4) Software may not be copied from any computer or copied/installed onto any computer except with the express prior permission of the Information Technology Coordinator. Federal copyright laws protect software and infringement of these laws is illegal.
- 6) Do not leave network software such as Skyward open when you are not present in the room.

Violation of this policy will result in appropriate disciplinary action up to and including a written reprimand, suspension with or without pay and possible discharge.

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 July 2011
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Employee Technology Acceptable Use & Internet Safety Policy**

I hereby agree to comply with the attached guidelines and rules. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Network/Internet connection and devices I hereby release the School District of Tomahawk and its Board members, employees and agents from any claims and damages arising from my use or inability to use the Network/Internet.

I have also read and understood the Student Acceptable Use and Internet Safety Policy.

Signature

Date

Name (please print)