

## **Danville Community School District Acceptable Use Policy for Technology for Staff**

It is the mission of the Danville Community School District to empower students and employees with knowledge and skills to utilize electronic technology to access and manage information and data so that the proficiency in communications contributes to the quality of life and endows understanding to better adapt to rapid educational and socio-economic changes.

Therefore, users of these resources are directed to read, understand, and comply with rules, regulations, and demands of this Acceptable Use Policy. Violations of the AUP, which also include the breach of rules that apply to security maintenance and vandalism of the system, will result in punitive sanctions.

### **Function of technology in the educational setting**

The function of technology in the educational setting is to support the educational initiatives set by the district. The adoption of technology to support learning has been found to

- add to the students' perception that their work is authentic and important.
- increase the complexity with which students can deal successfully.
- dramatically enhance student motivation and self-esteem.
- instigate greater collaboration.

In this spirit, the District sees the following as acceptable use of technology by staff:

The Staff is expected to abide by the generally accepted rules of network etiquette. The Staff is responsible for appropriate behavior when using technology at Danville Community School District.

General rules for personal conduct while using technology include but are not limited to:

#### **DO NOT:**

- use technology to intentionally offend, harass, or intimidate others.
- intentionally damage computers, or the network, or transmit computer viruses.
- view, send, or access materials, which promote illegal or inappropriate activities such as, but not limited to, pornography, violence, racism, treason, or discrimination.

- violate copyright laws or research integrity guidelines by plagiarizing the work of another.
- use the Internet in any way, which disrupts the service or its operation for others.
- allow students access to District databases including but not limited to electronic grade books in any form or Power School.
- engage in non-educationally related activities. This includes, but is not limited to commercial, for-profit sales or promotion of products or services, unauthorized solicitations of any kind, and/or illegal activities.

I UNDERSTAND THAT:

- I am responsible for my own use of DCSD equipment and will not allow others to have unsupervised access.
- network transmissions are not private and may be monitored. The District reserves the right to inspect any and all files stored in private areas of the DCSD network in order to assure compliance with District policy, and the District may comply with appropriate requests from law enforcement, and regulatory agencies for logs, diaries and archives on individuals network transmissions and network activities.
- the responsibility for any account given to me and will keep my password and user ID private and will not allow others to access my account unless authorized due to my job responsibilities.
- the Danville Community School District does not assume liability for any information lost, damaged or unavailable due to technical and/or other difficulties.
- I am responsible for maintaining supervision of students using technology under my supervision and will not grant student use of technology through my User Account or any account containing administrative rights and/or non-student authorization.
- I must respect the intellectual property of others, including work and online materials and will adhere to Federal copyright laws and publishers' licensing agreements.
- I am responsible for reporting user misconduct, suspected viruses, and technical problems immediately.

## Electronic Mail (e-mail)

The Danville Community Schools recognizes electronic mail (e-mail) as an effective way to facilitate communication among staff members and with the larger community.

All Danville Community School staff members must be aware that e-mail is not a secure form of communication. The information system and the information placed or stored on the District's e-mail system are District property. The school's e-mail system routinely records and stores messages sent or received on the network, even when the message is "deleted" by the individual user. All e-mail and Internet use is subject to review by the District from time to time, or at any time at the discretion of the administration.

Messages sent, received or stored on the school's e-mail system are not private. Any e-mail can become a public document and all users must make every effort to use it appropriately. E-mail sent to all staff requires appropriate administrative approval.

Only send e-mails whose content can be displayed publicly. If not, consider rephrasing or using an alternative means of communication. E-mail should be used for educational purposes.

E-mail also has enormous potential for misuse and can increase the risk of litigation. All staff members must be alert to the legal risks posed by this form of technology. All staff members are expected to use e-mail in a responsible, effective and lawful manner. E-mail should be checked periodically at a time during the day when teaching is not impacted.

E-mail between Danville Community School students and staff is to be used for educational purposes only. Any necessary e-mail exchange with students should be professional in tone, short and to the point. Social interaction between staff and students is not an appropriate use of e-mail.

E-mail may be used to communicate with parents or legal guardians. Parent-teacher communication via e-mail is not secure and, as with any other e-mail, can become a public record.

Although by its nature e-mail is less formal in style than other forms of written communication, responsible conduct still applies. All Danville Community School employees are to refrain from the following activities, and realize that they can be disciplined and held legally liable for misconduct including, but not limited to:

- sending or forwarding e-mails containing libelous, defamatory, offensive, racist or obscene content. Staff receiving such e-mail should report it promptly to a building administrator.
- transmitting confidential or student record information with persons other than a parent, guardian, or without proper release.
- violating copyright laws by forwarding or copying messages or attachments without proper permission.
- intentionally sending an attachment that contains a virus.
- sending or forwarding unsolicited e-mail messages such as "chain" letters, junk mail, daily jokes.
- forging or attempting to forge e-mail messages.
- attempting to disguise one's identity when sending e-mail, including using another person's e-mail account.

#### **Social Networking Site Suggestions**

For the safety of students and staff members, it is the suggestion of the Danville Community School District that teachers do not:

- add current students to their "friend" lists on social networking sites.
- make mention of any student, staff member or family members of students on social networking correspondence. This includes but is not limited to status updates, wall posts, comments to post or pictures, etc...

#### **Software installation and machine alteration**

It is understood that teachers will install software and alter some functionalities of their machine to benefit their teaching. In doing this, the District asks only that all software installed and alterations are completely legal and do not harm the computer in any way. If there are questions about the safety of an installation or alteration, contact with the technology coordinator would be required before installing a program or altering the settings of the computer.

#### **Adherence to student acceptable use policy**

It is the duty of the staff member to ensure adherence to the Student Acceptable Use Policy by the students. The Acceptable Use Policy must be enforced uniformly by all teachers to assure the performance and safety of our servers and network.

#### **Staff personal electronic device usage policy (non District-owned)**

Teachers are expected to refrain from using non District-owned personal electronic devices during student contact time unless for educational purposes. Personal electronic devices are defined as, but not limited to, computers, cameras, mp3 players, iPods, cell phones, iPads, readers (Nooks, Kindles, etc.), or personal gaming devices.