

# **RIVERSIDE BROOKFIELD HIGH SCHOOL**

## **Staff Technology Acceptable Use Policy**

### **Definition**

The term “technology” shall include all computer and audiovisual hardware and software owned or operated by the District, District web sites, District online services, and electronic information systems. “Use” of District technology shall include use of or obtaining access to the system from any electronic device and/or computer terminal, whether or not owned or operated by the District.

### **Purpose**

Technology at Riverside Brookfield High School is a tool to enhance learning experiences. Through the effective use of technology, users broaden their global horizons and discover a vast scope of information and learning resources. Integrating technology into the curriculum affords students the best possible opportunities to develop the 21st Century skills required by changing business and educational communities.

Our goal in providing technologies is to promote a comprehensive education in a well-equipped environment as indicated in the District Mission Statement. This policy is intended to support educational excellence by facilitating resource sharing, innovation, and communication.

### **Authority and Responsibility**

With access to computers and to people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a dynamic global network it is impossible to control access to all materials or to predict what materials might be appropriate for specific school assignments. Riverside Brookfield High School will take the reasonable precautions necessary to restrict access to controversial materials, but users ultimately are responsible for choosing the information to be accessed.

### **Expectations**

District staff are expected to act in a responsible, ethical and legal manner in accordance with Federal and State law, District policy, and the District Acceptable Use Policy (AUP).

Specifically, staff who use technology will:

- Note that email and network files are not guaranteed to be private. People who operate the system do have access to mail and files; others may have access. Network administrators and other designated school officials have access to all email messages and may review files and communications to maintain system integrity and monitor responsible use.
- Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures or other confidential information.
- Take responsibility for any activities using technology that is borrowed by them or under their account or password.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Protect the privacy of other users and the integrity of the system by avoiding misuses of passwords, others' files, equipment and programs.
- Monitor students and circulate among them when using computer space to ensure that students are adhering to the District's Acceptable Use Policy regarding material accessed, created or published, vandalism, etc.
- Receive training in computer lab expectations and responsibilities in order to reserve lab space.

Specifically, staff who use technology will not:

- Use technology for illegal activities.
- Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially/religiously offensive, harassing, illegal or other material unsuitable in the educational setting.
- Create and/or propagate unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism includes any attempt to harm or destroy data of another user, the Internet, the District's Network or any other network. This includes, but is not limited to, uploading, downloading, creation or knowing transmission of computer viruses. If a user is uncertain whether his or her conduct is permissible, he or she should contact the System Administrator.
- Use the network to transmit material likely to be offensive or objectionable to recipients.
- *Allow students access to a computer under a teacher's login unless under DIRECT visual teacher supervision.*
- Impersonate another user, or use anonymity or pseudonyms to obscure identification.
- Use the network for financial gain.
- Post personal contact information about a student or staff member, or otherwise invade the privacy of individuals or violating the Illinois School Student Records Act or Federal Right to Privacy Act.
- Use the account or password of another user.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Quote personal communications in a public forum without the original author's prior consent.
- Represent personal views as those of the District or those that could be interpreted as such.
- Load or use unauthorized games, programs, files, or other electronic media.
- Violate copyright laws. See [http://www.educationworld.com/a\\_curr/curr280.shtml](http://www.educationworld.com/a_curr/curr280.shtml) for an overview of copyright law pertaining to education.
- Damage technology, hardware and/ or software.
- Attempt and/ or breach security measures or remove hardware/ software, networks, information, or communication devices from the District network.

These guidelines are not meant to encompass all issues. Other behavior considered to be inappropriate will be judged by the school on a case-by-case basis.

### **Disciplinary Actions**

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in disciplinary action by administration, and/or the Board of Education.

# Technology Acceptable Use Agreement

*All users must have a valid and complete Technology Acceptable Use Agreement on file prior to accessing District technology.*

## **Staff**

I have read, understand, and will abide by the Technology Acceptable Use Policy and its associated Technology Usage Guidelines. I further understand that any violation of the guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and further legal action may follow. I understand and accept the conditions stated and agree to hold harmless, and release from liability, the school and school district.

User's Name (please print) \_\_\_\_\_

User's Signature \_\_\_\_\_ Date \_\_\_\_\_

Position / Department \_\_\_\_\_