

Hampton School District Policy	Section:	<u>G</u>
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	Title:	Acceptable Use of Technological Systems
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ACCEPTABLE USE OF TECHNOLOGICAL SYSTEMS
(Computer Hardware, Software, Phones and Other Resources)

Scope

This Policy documents Hampton School District’s approach to acceptable use of its technological hardware, software, phone systems and other resources.

Introduction

The District provides computers and technology resources for use in teaching classrooms, offices and other resource areas. As part of this facility, internet, phones, e-mail and software are available on the basis that they provide relevant resources to assist users whilst they work and study. It is the policy of the district to respect all computer software copyrights and adhere to the terms and conditions of any license. Downloading and/or installation of unauthorized software is expressly forbidden. This includes software downloads from the internet and from email. The District will not condone the use of any software that does not have a license and anyone found to be using, or in possession of, unlicensed software will be the subject of disciplinary action.

Responsibilities

By using a resource belonging to the District you are agreeing to follow the rules in this policy without misuse. “Misuse” means any violation of this policy or any other use that is not included in the policy which has the effect of harming another individual or his or her property or breaking the law. Please note that you are required to agree to this policy and named linked policies/procedures every time you log in to a computer. These policies/procedures are reviewed annually prior to each academic year and it is your responsibility to keep up-to-date with any changes. Violation of these policies/procedures will result in discipline.

IT Resources - Purpose and Use

Each building provides access to its computer hardware, networks and the Internet for educational and work-related purposes. Employees are to utilize the school’s computers, networks and internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee’s job duties and performance, with system operations or other system users. ‘Incidental personal use’ is defined as use by an individual employee for occasional personal communications not during scheduled instructional time. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules. The primary purpose of the internet connection and other technology equipment is educational, and that as such, educational purposes shall take precedence over all others.

Privacy

Network and internet access are provided as a tool for your work and education. All computers remain under the control, custody and supervision of the District. The District reserves the right to monitor all computer, phone, email and internet activity. Users shall have no expectation of privacy in their use of technology. The District reserves the right to monitor, inspect, copy,

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review and store at any time and without prior notice any and all usage of the computer network, internet access, and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of the District.

Network Etiquette

All users must abide by the rules of network, email, phone systems and internet etiquette including but not limited to those stated herein and those developed:

- **Be polite.** Use appropriate language in your electronic communications.
- **Be careful.** Do not jeopardize the security of user access and of the computer network or other networks on the internet. For example, don't disclose or share your password with others or impersonate another user.
- **Be mindful of viruses.** All data files received as attachments are scanned by the District, but up-to-date antivirus must be installed on all computers before using your District email address.
- Users will not use the services of the District internet and/or e-mail to obtain or send such material which contravenes the law (materials which are sexist, racist, obscene, or promote illegal behavior).
- Users are advised that the use of technology to send personal data (e.g. about staff or students) to a third party is expressly forbidden unless prior approval by building administrators.
- Users are advised that all e-mail sent from an account is the responsibility of the individual account holder.
- Users are advised that the contents of a network account home directory are the responsibility of the individual account holder.
- Users must not tamper with the settings of the network or workstations.
- The connection of personal devices to District-owned hardware or building network is not permitted without documented prior approval from applicable technology coordinator.
- Installation of software is not permitted without prior approval from applicable technology coordinator.

Outside Equipment

The District will not permit outside equipment or software to be installed, connected or attached to any of its installed resources including but not limited to network resources, computers or printers without prior consent from a building technology coordinator or building administrator.

Data Retention

The School District requires that all schools maintain register information, attendance records and grades in perpetuity. The School District will keep a digital record of staff attendance for one year past date of termination.

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Staff digital files/work shall be stored until separation from the School District after which they shall be archived for a minimum of one additional school year.

Web Publishing

Among the purposes of this policy is to ensure that the school website protects the safety and confidentiality of the staff and students of the school, while maintaining accuracy and proper public data.

School websites:

- No close up pictures of pupils will be used
- No photographs of individual pupils will be used
- Images of pupils will not be labeled with their names
- No personal details of pupils or staff will be featured*

Staff involved in website updates are expressly responsible for the content posted on their site, as well as maintaining a secure password. Websites are not to contain any content items that may be deemed illegal or political in nature and follow the guidelines listed above. If an item is questionable you must have prior documented permission from the appropriate building administrator or from the superintendent's office. Users are not to update, edit or modify any page other than their own.

Failure to Follow Policy and Breach of Agreement

A user who breaches this Acceptable Use Policy may have his or her access to the computer network and internet terminated indefinitely. Anyone who violates this policy and/or any rules governing use of school technology will be subject to disciplinary action up to and including discharge. Illegal uses will also result in referral to law enforcement.

Financial Loss/Gain

Users will not use the services of the District for financial gain.

The District will not be held responsible for any damages to personal files/equipment/other data (including financial loss, loss of work, and loss of data).

Agreement

Please note that you are implying agreement to this policy and named linked policies/procedures every time you log in to a computer or utilize any aspect of District technology including but not limited to computers, internet, intranet, FTP, email, Citrix or the campus VPN. The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/rules.

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The Superintendent may develop additional administrative procedures/rules governing the day to day management and operations of the school's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to Building Principals and others as he/she deems appropriate. Violation of these policies/procedures may result in discipline.

Help and Assistance

If you have any questions regarding this policy or require help using a computer, please ask a technology staff member in your building or at the school administrative office. Please report any misuse or violation of this policy to the Director of Technology for the Hampton School District or the building Principal.

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