

## **STAFF RESPONSIBLE USE POLICY (RUP)**

### **Nauset Public Schools – April 2013**

#### **OVERVIEW**

This policy is a use guideline for electronic devices and network services for all employees of Nauset Public Schools. Responsible use will be taught in grades 6, 8 and 9 using the following technology standard.

*“Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school, and in society.”*

The full draft of the technology standards are located at <http://www.doe.mass.edu/odl/student.html>.

#### **Electronic devices include, but are not limited to:**

- Beepers/pagers/ two way radios
- Flash drives/USB drives/travel drives, dongles
- PDA's/Tablets/iTouch devices
- Cell phones
- MP3 players/iPods

#### **Network Services include, but are not limited to:**

- Technology components such as computers, laptops, iPads, tablets, printers, digital cameras, video cameras, video displays, projectors, interactive white boards, document cameras, scanners, copy machines, CD ROM players, and recording devices
- Computer applications
- Network storage
- Internet/Intranet/Extranet and FTP use
- School/Teacher web sites
- Instant Messenger, blogging
- Electronic Mail

#### **PHILOSOPHY**

The resources provided are the property of the Nauset Public Schools and are to be used for educational purposes in serving the interests of the Nauset Public Schools, its staff, students, and community members in the course of normal operations. Educational purposes shall be defined as classroom activities, career and professional development and activities related to the individual's public education role and responsibility.

It is the responsibility of every technology user to know these guidelines and to conduct their activities accordingly.

Therefore, the intention of this *Responsible Use Policy* is to;

- Not to impose restrictions, but rather to protect the Nauset Public Schools staff, students and community from illegal or damaging actions by individuals, either knowingly or unknowingly.
- To be in compliance with all Federal, State and Local laws.
- Provide data integrity and ensure confidentiality of network resources and electronic devices on the Nauset Public Schools network infrastructure.

## **INTERNET**

The Internet is an electronic network that provides information on a great many subjects. Staff can access the Internet from their computers. Once on the Internet, they can go to sites all over the world to obtain information for educational purposes that will help answer questions or solve problems.

Not all information on the Internet is equally reliable or helpful. Staff must evaluate the source of information, as well as the information itself, to determine its appropriateness and usefulness. In addition to obtaining research information, users can also talk with other people on the Internet by sending and receiving electronic mail or joining news groups, chat rooms or social networking sites. Therefore the following guidelines should be followed when using internet services:

### **Content Filtering**

The Nauset Public Schools uses content filtering technology in compliance with CIPA (Children's Internet Protection Act) on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. Nauset Public Schools realizes this fact and takes every effort to monitor online activity.

The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access

### **Staff Safety**

It is suggested that personal information such as: home address, personal phone numbers and/or last name for yourself or any other person should not be posted on blogs, bulletin boards, websites, social networks, and podcasts.

Pictures of student groups and/or work may be included on district/ school/ classroom websites without identifying captions. Individual student photos require a parent signature to publish. This form can be found in district forms on our web site or you can review the parent/student handbook sign offs with school office secretarial staff.

### **Cyber-bullying and Harassment**

Nauset Public Schools prohibits cyber-bullying in accordance with M.G.L. c.71 §370 and the district's Bullying Prevention policy (5147).

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds
- On property immediately adjacent to school grounds
- At school-sponsored or school-related activities
- At functions or programs whether on or off school grounds
- At school bus stops
- On school buses or other vehicles owned, leased or used by the school district, or
- Through the use of technology or an electronic device owned, leased or used by the Nauset Public Schools & Union 54

### ***Email communications***

Any and all electronic communications by staff that relates to any and all school/district purposes shall be conducted on district provided email services.

**Users are advised that messages, including deleted messages, are regularly archived and can be retrieved.**

It is recommended that:

- All education related communication between staff, parents, students, community and school staff be conducted on school provided email.
- Communications such as “chain” letters, humor, jokes, and personal correspondence be redirected to personal email communication and not school/work provided email.
- Email is no more private than a postcard. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access

### **Internet Conduct/Netiquette**

Each individual is responsible for all activity that occurs under his or her username, generic login or password. Staff may not use the Nauset school computers to go to any Internet/Intranet/Extranet site or sites that contain information that is inappropriate for educational or career purposes. Please refer to page 49 of the Technology Handbook posted on the school website for additional information on internet conduct.

- Inappropriate sites
  - Individuals who accidentally reach an inappropriate site must immediately leave the site.
  - Students must report the site to his or her teacher.
  - Staff members will report the site to system administrators.

### **Blogging**

Staff will respect the freedom of speech blogging provides and will follow the guidelines identified in Internet Conduct.

The Nauset Public Schools is not responsible for any and all blogging comments and shall be held harmless.

## **Social Networking**

Social Networking is an online forum that focuses on social networks or social relations among people who share similar interests and activities. These online forums include such services as Facebook, Twitter and LinkedIn.

It is the responsibility of the teacher/staff member to managed and monitor technology use in their classroom.

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
  - a. Teachers may not list current students as “friends” on networking sites.
  - b. All e-contacts with students should be through the district’s computer and telephone system, except emergency situations.
  - c. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
  - d. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
  - e. Inappropriate contact via e-mail or phone is prohibited.
1. Inappropriateness of posting items with sexual content .
2. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
3. Examples of inappropriate behavior from other districts, as behavior to avoid.
4. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including dismissal.

## **NETWORK SERVICES**

The school computers and network infrastructure are for staff to use to go on the Internet/Intranet/Extranet and to store files in a designated network folder. Access to these services are to get or exchange information that is relevant for educational purposes. Any other use of Nauset school computers and network infrastructure is not acceptable or permissible. In other words, users are not permitted to use Nauset school computers to gain or exchange information purposes that is not specifically for education.

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to:

- Tampering with computer hardware or software
- Software piracy

- Unauthorized entry into computers and files (hacking)
- Knowledgeable vandalism or destruction of equipment
- Deletion of computer files belonging to someone other than oneself
- Uploading or creating of computer viruses
- Distribution of obscene or pornographic materials
- Sexting

Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

### **Examples of Unacceptable Network Conduct**

- Downloading inappropriate or non-related educational material to your network/computer folders.
- Deleting, altering or plagiarizing materials that do not belong to the individual or that are not contained in that individual's network/computer folder.
- Unauthorized access of data, files or applications that do not belong to the individual or related to an individual's educational needs.
- Restricting and or preventing another individual's access to network/computer services.
- Destruction, theft and inappropriate alteration of network services and equipment.
- Downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws.

### **System Responsibilities**

Nauset Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Nauset Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet/Intranet/Extranet is at your own risk. Nauset Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Security**

Security on the computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet/Intranet/Extranet, network, or computer you must notify System Administrators.

### **Personal Computers/laptops**

- Any and all personal devices must be registered with the technology department to insure the system meets the following criteria:
  - Antivirus is current and virus definitions are up to date.
  - Inappropriate material and or applications will result in the device being confiscated.
- The teacher is responsible for the proper care of his or personal device, including cost of repair, replacement or any modifications needed to use the device at school.

- School technology coordinators and technicians will not assist in troubleshooting personal devices.
- School technology coordinators and technicians will not install school applications unless a license is purchased for that device.
- Only the school provided Internet gateway may be accessed via Wi-Fi while in school. Personal internet connections via 3G or 4G networks are not permitted.
- The staff member may not use the devices to record, transmit or post photos or videos of a person or persons in school without the express permission of the individual.
- The school reserves the right to inspect a staff members personal device if there is a reason to believe that the staff member has violated the NPS Responsible Use Policy, school handbook, or has engaged in misconduct while using their personal device.

**Privacy**

The Nauset Public Schools resources are the property of the Nauset Public Schools and are to be used in conformance with these guidelines. The Nauset Public Schools retains the right to inspect any user's hard drive and the files it contains and/or to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

**CONSEQUENCES**

Disciplinary actions will be handled in accordance with the applicable provisions of the staff handbooks. Violators will be given the appropriate due-process. Consequences imposed will be based upon the severity of the violation and can range from loss of access up to and including employment dismissal. The NPS will cooperate fully with the local, state or federal officials in any investigation concerning any illegal activities conducted through the NPS system.

**Nauset Public Schools**

**Internet/Intranet/Extranet and Network Services Responsible Use Agreement**

I understand and will abide by the above Internet/Intranet/Extranet and Network Services Responsible Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action pursued.

This agreement is in effect while employed at the Nauset Public Schools or until a revised RUP is published.

Signature \_\_\_\_\_ Date \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
 (Please Print)