# Staff Network and Acceptable Use Policy (AUP) for the Cedar Grove Public Schools

## I. Introduction

We are pleased to offer the staff of the Cedar Grove Public Schools access to the district computer network, electronic resources, electronic mail, and the Internet. This Acceptable Use Policy serves as a written agreement between the Cedar Grove Public Schools and its staff. It outlines the appropriate uses for technology in the district as well as the consequences for failure to adhere to those guidelines. To use these resources, all staff must sign this agreement and return it to their school's Principal. Any questions or concerns about this agreement or any aspect of the computer network or electronic resources should be referred to the school Principal.

## II. General Network and Technology Use

Technology in the Cedar Grove Public Schools will be used in collaboration with curriculum. Computers, other technology equipment and the network are tools used to support and enhance the teaching and learning process. Each staff member is expected to take individual responsibility for his or her appropriate use of the Internet and electronic resources, and follow all conditions and rules of technology use as presented by the Cedar Grove Public Schools. Any violation of the conditions and rules may result in possible disciplinary and/or legal action.

## III. Internet / Electronic Resources / E-mail Access

Access to the Internet, electronic resources, and e-mail will enable staff to use thousands of libraries and databases, and to communicate with the global community. Staff should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Within reason, freedom of speech and access to information will be honored. Employees should have no expectation of privacy in their use of electronic resources provided by, or accessed in, the district. All staff e-mail is archived in accordance with the Secretary of State's determination that e-mail is a public record, and all school-related e-mail communication, and only school-related e-mail, must be processed through the district e-mail system. Parents and their representatives have the right to request a copy of any and all e-mail exchanges that relate to their student, even if they are not direct recipients of such communication. Confidentiality of student information must be respected when communicating by email, and students should be identified by first name, last initial only. Staff should consider the most appropriate form of communication (phone call, in-person visit, or electronic) for individual circumstances. All data storage areas including, but not limited to workstations, external drives, network storage, Internet browsing history, email, etc., may be accessed and reviewed by network administrators and administration to maintain system integrity and insure that the system is used responsibly.

## IV. Staff Users' Privileges and Responsibilities – Conditions and Rules

### *A. Staff Users may:*

- Use all authorized hardware and software to facilitate learning and enhance educational information exchange;
- Access information from outside resources which facilitate learning and enhances educational information exchange;

- Access district networks and the Internet to retrieve information, facilitate learning and enhance educational information exchange;
- Use computer and network storage for files, downloads and legally owned applications that facilitate learning and enhance educational information exchange;
- Utilize school computers for incidental personal use as long as such use does not interfere with the employee's job duties and performance, with the system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules. Downloading or storing image, movie or music files for personal use, via school computers or the network, are prohibited;
- Request advance approval from the building Technical Support Specialist to attach personal devices, including personal computers, wireless access points, and other devices, through the school/district network drops. Personal equipment must adhere to security and licensing guidelines, and the school/district will assume no risk or responsibility for technical support, loss or damage.

***B. Staff Users are responsible for:***

- Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the educational mission of the Cedar Grove Public Schools;
- Maintaining the privacy of passwords and prohibited from publishing or discussing passwords. This includes passwords used for network access and web-based subscriptions;
- Establishing appropriate student security levels when creating and using Web-based tools and accounts (such as wikis, blogs, podcasts, social networking sites) so that all information is monitored and approved prior to posting;
- Maintaining confidentiality of information accessible in the student information system;
- Keeping all inappropriate materials, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via the Internet, removable media, or other means;
- Keeping hardware and software from being removed from school premises without prior consent;
- Adhering to all copyright guidelines and avoiding plagiarism;
- Adhering to the rules established for the use of hardware, software, labs, and networks in the school and through remote access;
- Providing direct supervision of all student use of technology resources;
- Preventing damage to computers, printers, etc. from food or drink.

***C. The activities listed below are not permitted:***

- Using a code, accessing a file, or retrieving any stored communication unless given the appropriate authorization to do so;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Using non-educational websites that do not support teaching and learning;
- Participating in any communications that facilitate any illegal activities or violate any other laws;
- Transferring, copying, or downloading any non-educational material that does not support teaching and learning;
- Damaging or modifying computers, computer systems or computer networks;
- Removing hardware and/or software from school premises without prior consent;

- Violating copyright laws or committing plagiarism;
- Using others' passwords;
- Trespassing in others’ folders, work or files;
- Intentionally wasting limited resources;
- Employing the network for commercial purposes, personal or financial gain, or fraud;
- Intentional use of software, other websites or proxies to bypass the Internet filtering technology;
- Downloading, installing or storing files for personal use (including image and music files);
- Staff should not share or use personal accounts, such as personal e-mail, home telephone or cell numbers, or text messaging systems with students, except in an emergency or when access to school accounts or resources are not available (i.e., field trips, extra-curricular activities).

## V. Consequences

Failure to adhere to guidelines, conditions and rules of this Acceptable Use Policy will result in disciplinary and/or legal action as determined by the school Principal and/or the Superintendent of Schools.

## VI. Responsibilities

***A.*** *Teacher/Staff:*

- Provide developmentally appropriate instruction and guidance to students as they make use of the network, Internet, and electronic information resources in support of educational goals;
- Inform students of their responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group;
- Verify parental consent prior to posting student pictures or student work on websites; Identify students by first name, last initial only;
- Understand the Student Acceptable Use Policy and treat student infractions according to the Code of Conduct.

***B.*** *Principal:*

- Distribute Acceptable Use Policy to all staff/students and secure receipt of signed user agreements;
- Notify teachers of students who do not have written consent to have pictures or information posted on websites;
- Treat staff infractions of the Acceptable Use Policy in according with policy.

***C.*** *District:*

- Ensure that filtering software is in use to meet the guidelines of the Child Internet Protection Act (CIPA);
- Maintain an archive of staff electronic mail;
- Periodically review and update Acceptable Use Policies.

## VII. Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

## VIII. Changes in the Acceptable Use Policy for Computer and Internet Use

The Cedar Grove Public Schools reserve the right to change this policy and guidelines at any time.

## Staff User Agreement

I understand that by signing this form I acknowledge that I have read and will abide by the above Staff Network and Acceptable Use Policy (AUP) for the Cedar Grove Public Schools.

Name (print):________________________________________________________________

Signature:__________________________________________________Date:____________

School:_____________________________________________________________________

**Disclaimer:** The Cedar Grove School District makes no warranties of any kind for the technology services provided. The user will be responsible for repair or replacement of equipment damaged by malicious or inappropriate use as defined by this policy. Protection of data is the responsibility of the user. The district will not be responsible for any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network.

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