

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Staff Acceptable Use Policy 2011-2012

Technology is fundamental in supporting our District's mission and goals. The Grandview Heights City School District provides staff and students with access to a computer network and the Internet for educational purposes. This document is a guideline for acceptable use of the District's network and computer-related equipment. All staff must sign the Acceptable Use Policy.

The District defines "network" as electronic devices linked together to transfer data. This includes the access to computers, mobile devices, the Internet, and Internet-based storage.

Responsibilities

The efficiency of the District network depends on responsible usage. Staff may not:

- Install or copy any software without the consent of a District administrator;
- Execute any personal software on District equipment;
- Attempt to access any other user's data without permission;
- Tamper with district network, computers, and technology;
- Intentionally damage any network or computer equipment;
- Attempt to send, view, or retrieve inappropriate, vulgar, obscene or otherwise offensive materials;
- Cause any interruption to network or computer uptime; or,
- Login as someone else or allow someone else to use their login

Employees are responsible for safeguarding their own passwords as well as anything that happens under their login.

Electronic Communication

The District defines "electronic communication" as any connection or exchange with another party distributed by any network enabled device. This also includes any information posted or broadcasted that may be seen by others. Forms of electronic communication include but are not limited to e-mail, instant messages, text messages, social networking sites, online forums or discussion boards. All electronic communication distributed via the District network is the property of the District. Personal messages via Board-owned technology should be limited. Staff members are encouraged to keep their personal records and personal business at home.

Staff is prohibited from publishing, transferring or creating electronic communication that:

- Contains chain letters, junk mail, and jokes;
- Violates laws, school rules and policies;
- Disrupts school business;
- Links any personal website or social content to district web sites unless approved by the Network Administrator;
- Discloses anyone's personal contact information without their express permission;
- Can be deemed commercial, political, or advertising material;
- Could provide a monetary gain; or,
- May be deemed inappropriate by District Administration.

Users are not permitted to delete an electronic communication that constitutes a public record (as defined by Ohio Revised Code) until or unless the record has met or exceeded the appropriate retention period.

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Network Enabled Personal Devices

The Network Administrator must approve the usage of any personal devices connecting to the District network. Each personal device will be required to meet specific requirements before access is provided. The district is not responsible for any support of personal devices. Employees must continue to follow the guidelines of District bylaws and policies when using any devices at school, regardless of connectivity or ownership.

Mobile Equipment

Employees may be given access to mobile equipment such as laptops, tablets, and media players. Employees are responsible for the security and care of any equipment that leaves the school buildings. Equipment should not be left in vehicles, exposed to extreme weather, or left unattended.

Technology Acquisition

Requests for non-standard technology must be approved by the Network Administrator, Curriculum Director, and other designated personnel. Requests must be made using the Technology Acquisition Guidelines. The requests must include, but are not limited to, a plan detailing how technology will be used to improve or enhance teaching and learning, and how the technology will be supported before approval will be granted. Support options may include, but are not limited to, assigning a staff member to maintain and/or support the component and/or arranging for external vendor support.

Monitoring and Privacy

Employees using District networks consent to monitoring. Employees have no expectation of privacy in data submitted or accessed via the network. The district reserves the right to:

- Monitor and review data without the staff member's knowledge to analyze the use of systems and/or compliance with policies;
- Disclose any electronic message or file to an appropriate third party; and,
- Access any information on school networks, including any information that may be password-protected.

Internet Content

Although the district makes its best effort to filter and limit access to inappropriate material on the Internet, Employees may occasionally be able to access items that are illegal, defamatory, inaccurate, or potentially offensive.

Staff Agreement (2011-12)

I have read and understand the Acceptable Use Policy. I agree to follow the terms and conditions contained in this Policy. I understand that if I violate the rules, I may face disciplinary actions, up to and including termination.

Name (**please print**) _____ Grade _____

User's Signature _____ Date _____

Adopted 5-10-2011