

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Faculty and Staff Acceptable Use and Internet Safety Policy

This policy will be reviewed and revised annually or as necessary to keep it current with technological and other developments.

Please **read** this document carefully before signing.

Internet and district-wide network access, computers and technology¹ are available to faculty, teachers, and staff at Grandview Heights City School District (“District”). The use of non-district provided technology is strictly prohibited. We are very pleased to have access to the district-wide technology network and Internet. We believe these capabilities offer valuable, diverse, and unique resources to faculty, teachers, and staff. Our goal in providing these capabilities is to promote education excellence in the District by facilitating resource sharing, innovation, and communication.

The purpose of this policy is to ensure that the use of district-wide Internet, network, and technology is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the faculty, teachers, and staff who must adhere to strict guidelines. These guidelines are provided here so that the users are aware of the responsibilities that they possess. If a user violates any of these provisions, his or her access or privileges may be terminated, future access could be denied, and/or disciplinary action could be taken in accordance with the terms and conditions contained herein.

Faculty, teachers, and staff are responsible for appropriate, ethical, and lawful behavior on and with the district-wide networks, Internet, and technology, just as they are in a classroom, or on any school premises. General District rules and policies for etiquette, behavior and communications apply. Use of non school-sponsored blogs, email, Web sites, and other social networking sites now known or later developed, is not permitted during the school day. Improper or inappropriate use of said sites outside of the school day may result in disciplinary action and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

The district-wide network, Internet, and technology are provided for faculty, teachers, and staff for educational and administrative purposes of the District. Access to network services, Internet, and technology are given to persons who agree to act in a considerate, ethical, legal, and responsible manner. Use of and access to District technology, networks, and network devices may be accessed, read, copied, and disclosed by and to authorized personnel for official and criminal investigations. Access is a privilege – not a right. Access entails responsibility. Network users should have no expectation that any information contained on the network is confidential or private. Since employers have the right to monitor and inspect employees’ electronic mails and communications and Internet usage through District technology, network users have no right of privacy in data submitted via the network. *United States v. Simons*, 206 F.3d 392 (4th Cir. Feb. 28, 2000). Inappropriate use may result in a cancellation or suspension of access or privileges,

¹ Technology refers to district provided and supported software and hardware and technology now known or later developed that falls under these categories or otherwise meets with the standard definition or common usage of the term “technology.”

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other disciplinary action, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

The system administrators in consultation with appropriate District administration shall determine the appropriate and inappropriate use of Grandview Heights City School District network, Internet, and technology systems. If the System Administrators and/or District Administration determine the computer network system is being inappropriately used, they may terminate access or privileges at any time and may request further investigation of the inappropriate use. Additionally, the administration may request a system administrator to deny, revoke or suspend specific user access if inappropriate use is discovered.

Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, legal, and polite manner while online. Users are responsible for their conduct.

Users are not permitted to use the technology resources for commercial purposes, product advertising, political lobbying, monetary gain, or political campaigning.

Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, harassing, or illegal material on the computer network system. 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.

Physical or electronic tampering with district-wide network, computers, and technology is not permitted. Intentionally damaging computers, computer systems, technology, or computer networks may result in disciplinary action for faculty, teachers, and staff and shall be consistent with the District standard policies and practices. Violations may constitute cause for revocation of access privileges, suspension of access to District computers, other disciplinary action, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

Users must respect and obey all copyright laws to protect software owners, artists and writers. Users are not permitted to install any software on District equipment. No unauthorized, unlicensed or pirated software may be used on the system, including any personal media. Plagiarism in any form will not be tolerated and may result in the cancellation of privileges, other disciplinary action, and/or appropriate legal action. In addition, users may not copy any district-owned or licensed software onto any medium that is not owned by the District.

Security on any computer system is a high priority, especially when the system involves many users. Therefore, only District owned or provided technology is permitted for use in and on District property and its facilities. If a user can identify a security problem in or abuse on the District computers, technology, or networks, the user shall notify a system administrator. The problem must not be demonstrated to anyone else.

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Grandview Heights City School District networks, technology, and Internet access will be limited to the exclusive use of their owners. Network users are responsible for the use of their passwords and accounts. Network users may not misrepresent themselves, or allow any other persons to misrepresent themselves by using the network under the guise, password, or name of another user. Network users shall not reveal their passwords to anyone, violate anyone's right to privacy, or reveal other persons' names, personal addresses, phone numbers, or places of business. Any problems that may arise from the misuse of an owner's account will be the responsibility of the account owner. Use of an account by someone other than the registered account holder may result in a loss of account privileges. Network users are required to secure their technology at all times and are responsible for safeguarding their own passwords. Network users will be held accountable for the consequences of intentional and negligent disclosure of such information. In addition, any abuse or violation of the conditions of these administrative regulations which is contrary to the District standard policies and practices may lead to further disciplinary action.

A District Acceptable Use and Internet Safety Policy shall be signed and returned to indicate the user's acknowledgement of the risks and regulations for computer, Internet, and technology use.

I. Email

Computers, electronic mail and communication, and voice mail are to be used for business and educational purposes if it is reasonable and does not interfere with work. Personal messages via Board-owned technology should be limited. Users are not permitted to knowingly transmit and receive any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, harassing, or illegal material using electronic communication. 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.

The sending of chain letters, junk mail, jokes and executables is prohibited. All messages distributed via the District email system are the property of the District. Staff members are encouraged to keep their personal records and personal business at home. The District reserves and will exercise the right to monitor, access, review, retrieve, delete and disclose electronic communication. Users should not assume any expectation of privacy or anonymity in Internet usage, including but not limited to electronic communication.

Employees shall not delete an email message that has not met or exceeded the appropriate retention period as set forth by the District Records Retention Policy. (See the Financial Procedures Manual for the Records Retention Policy.)

District computers, technology, the Internet, and the use of electronic mail and communication are not inherently secure or private. Faculty, teachers, and staff are urged to be caretakers of their own privacy and should not store sensitive or personal information on District computers. Therefore, all network activity and information accessible via the computer resources shall NOT be regarded as private communication. Network users should have no expectation that any information contained on the network is confidential or private. Since employers have the right to monitor and inspect employees' electronic mails and communications and Internet usage

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through District computers, network users have no right of privacy in data submitted via the network. *United States v. Simons*, 206 F.3d 392 (4th Cir. Feb. 28, 2000).

System administrators or designated administrative personnel may monitor and review files and messages in order to analyze the use of systems or compliance of policies, conduct audits, review performance or conduct, obtain information, or for other reasons. According to the Electronic Communications Privacy Act, 18 U.S.C. §§2701-2711, use of public networks constitutes consent to monitoring. The District reserves the right to disclose any electronic message to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving the District, or by a third party against the user or pursuant to a public records disclosure request.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

II. Internet

In accessing district-provided Internet, users may not link personal Web sites to District Web sites and vice-versa. In addition, as a matter of policy, the District will not host any other Web sites other than its own on its systems.

The Internet connects millions of computers and millions of individual users all over the world. Access to the Internet will enable faculty, teachers, and staff to explore hundreds of thousands of libraries, databases, and sites. Internet access, in conjunction with the District local and wide area network, increases school and District communication, enhances productivity, and assists faculty, teachers, and staff in upgrading their skills. It will also assist us in sharing information with the local community, including families, social service agencies, government agencies, educational institutions, and businesses.

With access to technology and people from around the community and the world, also comes the availability of material that may not normally be considered to be of educational value in the school setting context. There is no perfect filtering or monitoring technology. The District cannot guarantee inadvertent access by users to inappropriate material on and over the Internet. Users should be warned that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.²

² Grandview Heights City School District, in combination with the Metropolitan Education Council ("MEC"), utilizes filtering software to prevent students, faculty, teachers, and staff from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Grandview Heights will also monitor and supervise online activities of students, faculty, teachers, and staff through direct observation and/or technological means, to insure that students, faculty, and staff are not accessing such depictions or any other material which is not appropriate for minors.

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To gain access to the Internet, all faculty and staff must sign the Acceptable Use and Internet Safety Policy. Said policy must be signed in order to be valid. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

III. Hardware and Software

The use of non-district provided technology is strictly prohibited. Security on any computer system is a high priority, especially when the system involves many users. Therefore, only district-owned or provided technology is permitted for use in and on the District and its facilities. Use of technology not owned, provided, supported, or authorized by the District is strictly prohibited.

The District purchases or provides standardized technologies that address the needs of its users. The District uses pre-approved vendors, products, and items that have been proven to be both supportable by the technology department as well as cost-effective. This policy allows the District to standardize technologies resulting in better pricing, faster configuration and implementation, and improved response to and repair of technical issues.

Requests for non-standard technology must be approved by the system administrator, curriculum director, and other designated personnel. Requests must be made using the Technology Acquisition Guidelines (see Appendix A). 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.

All software installed on District systems (including all commercial, freeware, shareware, and open-source) must be used in compliance with all applicable licenses, notices, contracts, policies, and agreements. The system administrators or designated administrative personnel will conduct periodic audits to monitor software usage to ensure compliance with applicable licenses, notices, contracts, policies, and agreements. The District reserves the right to uninstall any unapproved software from district-owned technology.

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Faculty and Staff Media Release Policy

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Media Release

The Grandview Heights City School District (“District”) utilizes technology to support faculty, teachers, and staff professional growth and development, and as such, technology plays an important role in the Grandview Heights City School District. Faculty, teachers, and staff are exposed to a number of instructional programs, professional resources, and experiences that will help them improve professionally and grow as individuals. We would also like to celebrate the achievements and successes by publishing faculty, teacher, and staff work in Web repositories and on the District Intranet, a password-protected directory of the District Internet.

I agree, without further obligation to me, to allow the use of my name, voice, likeness or photograph by the District for educational and extra curricular purposes. I understand that there may be multiple instances of use, images, voice recordings, likenesses, photographs, or video/audio recordings collected, and that my consent, as stated herein, applies to each use, image, voice recording, likeness, photograph, or video/audio recordings collected.

I agree to allow images or voice recordings created through photography, videography, or other electronic means in which I appear to be edited, reproduced and distributed for unlimited use, in whole or in part, by the District at its sole discretion.

I agree to grant the District the royalty-free, non-exclusive right and license to use, reproduce, modify, publish, distribute, perform and display all material, information, communications, text, graphics, links, electronic art, animation, audio, video, photos and other data made pursuant to this release in technology now known or later developed for the full term of any intellectual property rights that may exist in such content.

I and my heirs, executors, administrators, assigns, and personal representatives agree to release and discharge the District, its directors, officers, employees, and agents from any and all liability for any use, misappropriation or disclosure of any information, including, but not limited to, all claims for damages for libel, slander, invasion of privacy or any other claim based upon the use by the District of the above-described materials.

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•••PLEASE COMPLETE, SIGN, AND RETURN THIS PORTION•••

FACULTY AND STAFF SECTION of the District Acceptable Use and Internet Safety Policy

I have read and understand the **District Acceptable Use and Internet Safety Policy**. I agree to follow the terms and conditions contained in this Policy. I understand that if I violate the rules, my use of the District computing resources can be terminated, and I may face other disciplinary measures.

User Name (please print) _____ Date _____

Grade/job _____ School (circle all that apply): HS EIMS RLS BOE

User's Signature _____

DO NOT WRITE BELOW THIS LINE
This space is reserved for System Administrator



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Assigned User Name _____ Assigned Password _____

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Faculty and Staff Media Release Policy

•••PLEASE COMPLETE, SIGN, AND RETURN THIS PAGE•••

FACULTY AND STAFF SECTION of the District Media Release Policy

In signing this Release, I acknowledge that I have read and understand this Release, that I understand the significance of this Release, and I am signing this Release voluntarily, as my own free act and deed. I further acknowledge and represent that no oral representations, statements, or inducements, apart from the foregoing written Release have been made.

_____ I give consent for the use of my name, images, voice recordings, likenesses, photographs, or video/audio recordings collected that may include me.

_____ **I DO NOT** give consent for the use of my name, images, voice recordings, likenesses, photographs, or video/audio recordings collected that may include me.

Print name _____ Date _____

Address _____

Phone _____ email _____

Signature _____

Appendix A: Technology Acquisition Guidelines

Purpose

The purpose of these guidelines is:

- to articulate the alignment of the technology³ with the District learning and teaching goals.
 - How does it enhance student learning?
 - How does it align with District goals?
 - How will you assess the effectiveness of the technology?
- to streamline the purchase, lease, and acquisition of technology for Grandview Heights City Schools. These guidelines will better allow the district to standardize its technologies, resulting in
 - better pricing,
 - efficient configuration and implementation, and
 - improved response to and repair of technical issues.

Scope

These guidelines cover all technology – hardware and software - purchased with Grandview Heights City Schools’ funds; local, state, and federal grants; foundation and other private grants; and other funds distributed to students and staff for the benefit of the Grandview Heights City Schools. In general, and not limited to, the following technology devices and resources are within the scope of these guidelines:

- Computing devices, such as desktops, laptops, hand-held devices.
- Network devices, including servers.
- All software needed for and running on technology devices.
- Peripheral devices, such as printers, scanners, digital cameras, projectors.
- Cables and connectivity-related devices.

All technology – hardware and software - purchased with Grandview Heights City Schools’ funds; local, state, and federal grants; foundation and other private grants; and other funds distributed to students and staff for the benefit of the Grandview Heights City Schools, are the property of Grandview Heights City Schools. This also includes all items purchased using a personal credit card or other personal funds for which the staff or student is later reimbursed.

³ Technology refers to software and hardware and technology now known or later developed that falls under these categories or otherwise meets with the standard definition or common usage of the term “technology.”

Appendix A: Technology Acquisition Guidelines

General Procedures

If a staff or student wishes to request technology, s/he should read the Grandview Heights City Schools Acquisition of Technology procedure, its Acceptable Use policy, and complete the Technology Request Form attached to these guidelines. Additionally:

- All requests for technology – hardware and software - must first be approved by an administrator, in cooperation with the Director of Curriculum and Director of Technology. In all cases, the request for technology must be consistent with District goals.
- All requisitions must be submitted to the Director of Technology for final approval and processing.
- Non-standard items found connected to the network may be removed from the network at the discretion of the Director of Technology.

Technology Request Guidelines

Employees or departments requesting technology - software or hardware - must complete the Technology Request Form that addresses and explains:

- How will the technology be used to support teaching?
- How will the technology be used to support and enhance learning? Improve student achievement?
- How will the effectiveness of the technology be assessed?
- How will the technology be supported, maintained? Does the vendor offer technical support? Online? Telephone?
- Does the technology come with a warranty? What does the warranty cover? For how long is the warranty in effect?
- Will the vendor provide maintenance? Updates/upgrades? Training? Installation and configuration?
- What additional costs are associated with acquiring, installing, maintaining, and owning the technology

Technology Request Form

If you wish to request technology¹ - hardware, software, or any computer-related components - please complete this form in cooperation with your Building Technology Coordinator, Director of Curriculum, and Principal. All forms must be signed by the appropriate Administrators prior to submission. Submit the completed and signed form to the Director of Technology for final approval. (**Note:** For Special Education/Pupil Services requests, please see the attached Technology Request Form: Pupil Services.)

Requestor Information

Requestor Name: _____ Department: _____

Date of Request: _____ E-Mail: _____

Impact on Teaching and Learning

How many students will have access to the requested technology? _____

How will the technology enhance student learning? _____

How does it align with District goals? _____

How will you assess the effectiveness of the technology? _____

Professional Development/Training Details

Attendance at or participation in professional development – workshops, training – to learn how to best utilize the technology is necessary.

Location of training: _____ Date(s): _____

Technology Support and Maintenance

Item Requested	Description	Quantity	Price per Unit
Technical Specifications		Warranty Costs/Information	Other costs/consumables

¹ Technology refers to software and hardware and technology now known or later developed that falls under these categories or otherwise meets with the standard definition or common usage of the term “technology.”

Technology Request Form

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What are the costs for maintaining the technology? _____

What are the costs for support (online, telephone, onsite)? _____

Are there other ongoing costs (annual renewable costs)? _____

What is the cost of the warranty (per year)? _____

Building Signatures

Requestor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Technology Coordinator's Signature: _____ Date: _____

District Signatures

Curriculum Director's Signature: _____ Date: _____

Technology Director's Signature: _____ Date: _____

Technology Request Form: Pupil Services

If you wish to request technology¹ - hardware, software, or any computer-related components - please complete this form in cooperation with your Building Technology Coordinator, Director of Curriculum, Director of Pupil Services, and Principal. All forms must be signed by the appropriate Administrators prior to submission. Submit the completed and signed form to the Director of Pupil Services.

Requestor Information

Requestor Name: _____ Department: _____

Date of Request: _____ E-mail: _____

Impact on Teaching and Learning

How many students will have access to the requested technology? _____

How will the technology enhance student learning, including needs addressed in the IEP goals?

What area(s) of curriculum will be addressed through the use of this technology? _____

How will you assess the effectiveness of the technology? _____

Professional Development/Training

Attendance at or participation in professional development – workshops, training – to learn how to best utilize the technology is necessary.

Location of training: _____ Date(s): _____

Technology Support and Maintenance

Item Requested	Description	Quantity	Price per Unit
Technical Specifications		Warranty Costs/Information	Other costs/consumables

¹ Technology refers to software and hardware and technology now known or later developed that falls under these categories or otherwise meets with the standard definition or common usage of the term “technology.”

Technology Request Form: Pupil Services

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What are the costs for maintaining the technology? _____

What are the costs for support (online, telephone, onsite)? _____

Are there other ongoing costs (annual renewable costs)? _____

What is the cost of the warranty (per year)? _____

Building Signatures

Requestor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Technology Coordinator's Signature: _____ Date: _____

District Signatures

Curriculum Director's Signature: _____ Date: _____

Pupil Services Director's Signature: _____ Date: _____

Technology Director's Signature: _____ Date: _____