

7800

ACCEPTABLE USE OF INSTRUMENTS OF TECHNOLOGY

Purpose:

Instruments of technology, including, but not limited to Internet access, electronic mail ("email"), computers and other network resources are available to employees, students, and authorized individuals in the District for educational and instructional purposes and other purposes consistent with the educational mission of the District. Use of instruments of technology is a privilege. This Acceptable Use Policy establishes guidelines for such use.

With instruments of technology use, such as the Internet and email, comes the availability of material that may not be considered appropriate in a school setting. The District cannot regulate and monitor all the information received or sent by persons who use the Internet or email, and the District cannot ensure that individuals who use the Internet or email will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The District believes, however, that the availability and value of the Internet and email far outweigh the possibility that users may procure inappropriate or offensive material.

Procedures:

- A. **Monitoring.** The District reserves the right to log, monitor, and review computers, the Internet, email and other network use of each user. This logging, monitoring, and reviewing may be conducted without cause and without notice. Each user of the District's instruments of technology by the use thereof agrees and consents to such logging, monitoring, and reviewing and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, email or other network usage. Administrators may review user files and communications to maintain system integrity and ensure that users are using the system only for appropriate purposes. Users should expect that files stored on District servers or computers will not be private. The District may archive and preserve any data files, emails, log files or any other electronic media as deemed necessary by the District. Personal instruments of technology may be used on District premises with written permission only. The user acknowledges he/she has no expectation of confidentiality, and personal devices may be confiscated at the discretion of the District.
- B. **Filter.** The District will employ the use of an Internet filter (the "Filter") as a technology protection measure pursuant to the Children's Internet Protection Act. The Filter may be disabled by the System Administrator at the workstation level for use by an administrator or teacher for bona fide research or other lawful purposes. The Filter may not be disabled for use by other employees, students, other minors or authorized individuals for any reason.
- C. **Access Agreement.** All users of the District's instruments of technology must agree to and abide by all conditions of this Policy.

Acceptable Use Policy:

- A. **Prohibitions.** Use of the Internet, email and other instruments of technology must be in support of the educational mission and instructional programs of the District. With respect to all users, the following are expressly prohibited:
 - Use for inappropriate or illegal purposes.
 - Use in an illegal manner or to facilitate illegal activity.
 - Use for commercial, private advertisement, or for-profit purposes.
 - Use for lobbying or political purposes.
 - Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software, or hardware components of a computer or system

- The distribution of hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
- The illegal installation, distribution, reproduction, or use of copyrighted software.
- Use to access, view, or obtain material that is pornographic in nature.
- Use to transmit material likely to be offensive or objectionable to recipients.
- Use to obtain, copy, or modify files, passwords, data, or information belonging to other users.
- Use to misrepresent other users on the network.
- Use of another person's email address, user account or password for purposes other than system maintenance, account management, and administrative purposes by District administrative personnel.
- Use or loading of unauthorized games, programs, files, music, or other electronic media.
- Use to disrupt the work of other persons (the hardware or software or work product of other persons shall not be destroyed, modified or abused in any way).
- Use to upload, create, or attempt to create a computer virus.
- The unauthorized disclosure, use, or dissemination of personal information regarding employees, students and non-student minors.
- Use for purposes of accessing, sending, creating, or posting materials or communications that are: damaging to another's reputation, abusive, obscene, sexually oriented, threatening, illegal or contrary to the District's Policy on harassment.
- Use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with Fair Use Guidelines.
- Use to invade the privacy of other persons.
- Posting anonymous messages or the creation or participation in "chain letters" or similar forms of broadcast mail.
- Use to read, delete, copy or modify the email or files of other users or deliberately interfering with the ability of other users to send or receive email.
- Use while access privileges are suspended or revoked.
- Any attempt to circumvent or disable the Filter or any other security measure.

B. Users:

Shall not provide system password(s) to others.

Shall report reasonable suspicion of inappropriate actions or misuse of District resources, including instruments of technology.

Shall not change any configurations or download any information onto the computer without permission by a District administrator.

Shall not use the system to access inappropriate materials or materials that may be harmful to others.

Shall not disclose, use or disseminate any personal identification information.

Shall not engage in or access chat rooms or instant messaging without the permission of a District administrator.

C. Etiquette. Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

Do not touch the monitor screen, and hands must be clean when using any computer. No food or beverages are to be at or near any computer.

Printers and print supplies are only for educational and classroom use. Examples of misuse would include but are not limited to gaming manuals, personal photos, and web documents for entertainment purposes.

Be polite. Do not become abusive in messages to others. District rules and policies for behavior and communicating apply.

Use appropriate language. Do not use profanity, vulgarities or other inappropriate language.

Do not reveal the personal addresses or telephone numbers of others.

Recognize that email is not private or confidential.

Do not use the Internet or email in any way that would interfere with or disrupt its use by other users.

Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or disability status.

- D. Security. Security on any computer system is a high priority, especially when the system involves many users. Each user is required to report any security problems to the System Administrator of the District. The problem is not to be demonstrated to other users.

Consequences of Inappropriate Use:

The user shall be responsible for damages to equipment, systems, or software resulting from deliberate or willful acts. In the event of an investigation of misuse, the users must respond to questions and provide information. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the loss of access or use of the District's instruments of technology. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity. Termination of employment may result from the involvement of District personnel in incidents which consist of sexually explicit materials and/or communications and other misuse of the computer, including but not limited to a breach in the firewall. The District will complete and submit the mandatory reports to the Pennsylvania Department of Education. The Superintendent will be responsible for drafting procedures to discipline students who violate the provisions of this Policy.

The use of the Internet and email is a privilege, not a right. The District's Superintendent, along with the System Administrator, will determine what is inappropriate use.

Other Issues:

- A. Disclaimer. The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the District's computers is at the user's risk. The District disclaims responsibility for the accuracy or quality of information obtained through the Internet or email.
- B. Charges. The District assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.
- C. Listservs and Software. Subscriptions to listservs must be pre-approved by the District. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has the specific, prior written permission from a teacher or administrator.

7900 USE OF SOCIAL MEDIA

Purpose

Union City Area School District ("District") recognizes that many of its employees, students and community members (hereinafter collectively referred to as "users") actively participate in social media and online communications. This Policy is designed to address the personal use of social media, whether accessed by computer, smartphone, or other device.

"Social media," such as professional networking sites, social networking sites, blogs, wikis, personal websites, or other forms of online expression, can be very useful, both personally and professionally. The District recognizes the right of individuals to interact through social media. However, individuals who choose to use social media sites, or who comment on blogs or other online media, must do so responsibly.

Guidelines for Acceptable Social Media Use

Users are expected to use common sense and good judgment when using social media by avoiding material that is detrimental to the reputation of anyone. Users should be aware of their audience when posting to social media sites. Although users of social media may intend their statements to be private, privacy often does not exist in social media. Users should consider what could happen if a post became widely known and how that may reflect on both the individual and the District. Any statements made by users could have an impact on the reputation of both the user and the District. In addition, posts to social media may be copied or forwarded or may be accessible from search engines years after they are created. Users should consider the content of their social media posts carefully. Users should be aware that postings may be viewed by the District, its employees, its students, parents/guardians, or members of the community and, if inappropriate, may subject the user to discipline. As a general guideline, users should not post anything that they would not want to appear in a newspaper or on a public billboard. The Superintendent will determine what constitutes a lack of common sense, a lack of good judgment, and what is inappropriate (or what is an inappropriate communication) on a case by case basis.

Employees are discouraged from becoming friends with students on social media sites. Inappropriate communication by an employee to a student is forbidden. Employees are reminded that they must maintain a professional relationship with students at all times and that all interactions with students must be in accordance with the District's policies and all other applicable laws, rules or regulations. Communications or interactions with students that are deemed inappropriate shall be subject to discipline, up to and including termination. The Superintendent will determine what constitutes a lack of common sense, a lack of good judgment, and what is inappropriate (or what is an inappropriate communication) on a case by case basis.

Employees may not read information on social media sites or post information to social media sites during work time unless such activity is related to the performance of their employment responsibilities. Employees are not permitted to access social media sites or the Internet for personal use by use of a personal smartphone or other technology or by the use of the District's computers or other electronic equipment during work time.

Students are not permitted to access social media sites or the Internet for personal use by use of a personal smartphone or other technology during instructional time. Students are not permitted to use the District's computers or other electronic equipment for personal use during the school day.

Even if a user is not physically present at the District's facilities or is not using its technology while posting to a blog or otherwise using social media, the user is still responsible for complying with the guidelines set forth in this Policy.

Unless given express permission by the District, a user using social media websites is not authorized to speak on behalf of the District or represent that he/she does so. Users are not permitted to use the District's logos, images or trademarks on personal blogs or other social media sites without express written consent from the District. The use of images or photographs of students on social media sites is strictly prohibited.

Users must respect others in posts and discussions on social media websites. Social media and other online communication should not be used to degrade or disparage the District, its employees, its students, its vendors, or others. Under no circumstances will the District tolerate defamatory, discriminatory, obscene, libelous, threatening, bullying or harassing comments or images.

The District's personnel policies, including, but not limited to harassment and improper conduct policies, extend to all forms of communication (including social media) both inside and outside the workplace. Employees found to have violated those policies by use of social media will be subject to discipline, up to and including termination.

Students found to have violated this Policy and/or other related Policies of the District will be subject to discipline.

Users should not disclose any confidential, proprietary, sensitive or protected information regarding the District, its employees, its students, or others. Users' posts on social media must also comply with confidentiality obligations imposed by law, including HIPAA and FERPA. If a user is uncertain whether information is meant to be confidential or internal to the District, he/she should seek the advice of his/her supervisor or an administrator if an employee, a teacher or principal if a student; or the Superintendent if a community member.

Users must recognize that individuals who declare their opinions publicly in social media forums are legally responsible for their commentary and may be held personally liable for anything they write or present online. A user can be sued by the District, its employees, its students, or any individual or company that views the users commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or as creating a hostile work environment. The District reserves the right to monitor the user's public use of social media as it relates to the District, its employees, its students, or related parties regardless of whether the activity takes place away from the District.

Discipline

Users are expected to understand and adhere to the guidelines listed above. Failure to comply with this Policy may result in disciplinary action.

Adopted: 11/13/14

Use of Social Media Policy

I have received and read a copy of the Use of Social Media Policy.

User's Signature

Date

User's Printed Name

Acceptable Use of Instruments of Technology Policy

I have received and read a copy of the Acceptable Use of Instruments of Technology Policy and agree to abide by its terms.

User's Signature

Date

User's Printed Name

Please sign, date and return this form to the District's Payroll Office. A completed form must be returned and on record with the District prior to School Board approval.