

**USD #445 Acceptable Use Policy for Staff**

**Policies:**

This policy is designed to comply fully with the federal Children’s Internet Protection Act (CIPA) and to outline appropriate uses of district technologies. Staff members are to use the district technology hardware and software and the network systems (including LAN/WAN, Internet, e-mail, chat rooms and other forms of direct electronic communication) in a responsible manner and will be held responsible for his/her actions. Accordingly, USD 445 has established policies and procedures for the use of the district technologies and network systems, along with rules governing the expected behavior of staff who access them. The use of district technologies and networks is to be limited to the educational purposes for which they were intended.

Commercial filtering software has been installed to comply with CIPA requirements to protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by minors, harmful to minors. The network system allows for monitoring of the online activities of students and adults. Monitoring of student technology activities by staff is also expected. The district retains the full right to monitor and inspect all accounts, logs, e-mails, chat rooms, messaging, files, documents, etc. that are resident on or produced with district equipment or systems.

E-mail, chat rooms, other direct electronic communications, auctions, etc. of a personal nature should be conducted through personal accounts outside the district system. Limited, appropriate communications among staff and students is acceptable in building a sense of team and organizational support. The district may restrict access to certain web sites, messaging services and subscription services and limit e-mail to protect against viruses and insure that system performance is not adversely affected. All intellectual property developed with or using district technologies and/or network systems are to be co-owned by the district.

**Procedures for Use:**

1. The public Board of Education meeting approving this policy will serve as a public hearing.
2. All staff (USD 445, Tri County, Police Liaison, etc.) using district technologies and network systems will sign this policy and be issued a district account to access the network. The signed policy remains in effect until rescinded in writing or termination of employment.

**Rules:** including, but not limited to

Staff shall:

1. follow rules for time limits and printing instructions.
2. use the technologies and network systems for educational purposes within the framework established by this policy and/or other directives from the administration.
3. secure written permission from their administrator for any exceptions to this policy.
4. teach, monitor and enforce the Acceptable Use Policy for Students

Staff shall not:

1. use district technologies or network systems for any illegal activity, including violation of copyright; hacking, threatening, terrorist acts, etc.
2. disrupt equipment, system performance, filtering, or data of another user;
3. attempt to gain unauthorized access to resources or entities;
4. attempt to invade privacy of individuals, read their e-mail/files without permission; use their account
5. visit sites that are inappropriate; such as, obscene, racist, sexist, abusive, inflammatory, all hate sites;
6. download and/or install software or games without written permission of administration & Tech. Dept.;
7. use e-mail or other messaging service not provided by USD-445.

**Non-compliance could result in, but not limited to**

1. Restriction or loss of selected electronic privileges
2. Disciplinary action and/or appropriate legal action
3. Loss of employment

Staff Name: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

School \_\_\_\_\_

Certified \_\_\_\_\_, Classified, \_\_\_\_\_, Grade \_\_\_\_\_, Tri-County \_\_\_\_\_

User Name \_\_\_\_\_ E mail address \_\_\_\_\_@cilleschools.com

Special instructions: