

## **LAKE PRESTON SCHOOL DISTRICT**

### **Employee Acceptable Use Policy (AUP) for District Computer Network**

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#### **District Information:**

The District's Acceptable Use Policy (AUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA) and the District's Internet Safety Policy. As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and any other forms of direct electronic communications or equipment provided by the district regardless of the physical location of the user. The AUP applies even when District equipment is used off District property.

The district will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The district reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

#### **Acceptable Uses of the Lake Preston Computer Network or Internet:**

Employees and other users are required to follow this policy. Employees are required to confirm their consent to this policy annually or when they activate their account. The District Internet system has been established for a limited educational purpose. The term "*educational purpose*" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research. Access is provided primarily for education and District business although staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he/she should contact an Administrator or the Technology Coordinator.

#### **Unacceptable Uses of the Lake Preston Computer Network or Internet:**

These are examples of inappropriate activity on the District network, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, computer resources, or (2) that expend District resources on content the District in its sole discretion determines or lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials.
- Criminal activities that can be punished under law.

- Downloading and installing programs or files that can be hazardous to the network without permission.
- Selling or purchasing illegal items or substances.
- The unauthorized collection of email addresses (“harvesting”) of email addresses from the Global Address List and other District directories.
- Obtaining and/or using anonymous email sites; spamming; spreading viruses.
- **Causing harm to others or damage to their property, such as.**
  - Using profane, abusive, or impolite language; threatening, harassing, making damaging or false statements about others, or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
  - Deleting, copying, modifying, or forgoing other users’ names, emails, files, or data; disguising one’s identity, impersonating other users, or sending anonymous email:
  - Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
  - Using any District computer to pursue “hacking,” internal or external to the district, or attempting to access information protected by privacy laws; or
- **Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:**
  - Using another’s account password(s) or identifier(s);
  - Interfering with other users’ ability to access their account(s); or
  - Disclosing passwords to others or allowing them to use yours or another’s account(s).
- **Using the network or Internet for commercial purposes:**
  - Using the Internet for personal financial gain.
  - Using the Internet for personal advertising, and promotion; or
  - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
- **Artificial Intelligence (AI) and Emerging Technologies:**
  - Students may have access to technologies that incorporate artificial intelligence (AI) and emerging technologies for educational purposes.
  - Students should use AI tools responsibly and follow instructions provided by teachers.
  - Students should be aware that AI technologies may collect data for improvement purposes and respect the privacy of others when using these tools.

### **Social Media/Networking:**

Due to the wealth of new social media tools available, products and documents have the potential to reach audiences far beyond the district. This translates to a greater level of responsibility and accountability for everyone. Staff engaging in unprofessional and/or immoral conduct on social networking sites that are viewed by students, parents, or community members

may result in discipline. Below are guidelines employees in the Lake Preston School District should adhere to when using such tools whether on personal and/or professional accounts.

**A. Personal Responsibility**

- It is strongly encouraged for employees to set up a professional profile separate from their personal profile if they are going to interact with students via social networks.
- Lake Preston School District employees are personally responsible for the content they publish online for both their personal and professional profiles.
- Online behavior should reflect the same standards of honesty, respect, and consideration that you use face to face. Language and/or photos considered inappropriate at the workplace would also be deemed inappropriate online.
- The lines between public and private, personal, and professional are blurred in the digital world. By virtue of being a Lake Preston School District employee online, you are connected to colleagues, students, parents, and the school community. You should ensure that content associated with you online is consistent with your work at Lake Preston School District.
- Employees are expected to uphold high values of respect for individuals and refrain from making defamatory statements about the school, employees, students and/or their families.
- When contributing online, do not post confidential student information. Be mindful that pictures can even disclose confidential information unintentionally. Be aware of everything that you post.

**B. Disclaimers**

- It is recommended that Lake Preston School District employees include disclaimers within their personal blogs and comments that the views are their own and do not reflect on their employer. For example, "The postings on this site are my own and don't necessarily represent Lake Preston School District's positions, strategies, opinions, or policies."
- This standard disclaimer does not by itself exempt Lake Preston School District employees from insubordinate behavior when blogging or posting comments.

**C. Online Use**

- By posting comments, having online conversations, etc. be aware that even with the strictest privacy settings, what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain.
- Comments related to the school should always meet the highest standards of professional discretion.

- Electronic messages with students are to be academic in nature and/or related to a school activity or event.
- Prior to posting photographs and videos of fellow employees, permission should be sought from the subject(s).
- Before posting photographs or videos, thought should be given as to whether it is a positive reflection of you and your professionalism.
- Images relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token, an extension of your professionalism. If it seems inappropriate to put on the wall, should it be put online?
- Personal social media is prohibited during working hours.

If the School District believes that an employee's activity on a social networking site may violate the school's policies, then the school may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

#### **Penalties for Improper Use:**

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action, including suspension, expulsion, dismissal from District Employment, or criminal prosecution by government authorities. The district will attempt to tailor any disciplinary action to the specific issues related to each violation.

#### **Disclaimer:**

The district makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network accounts. Any additional charges a user accrues due to the use of District's network are to be borne by the user. The district also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.