

# **Balsz Elementary School District #31**

## **TECHNOLOGY USE AND PRIVACY GUIDELINES**

Please read this document carefully. When signed by you, it becomes a binding agreement between you and the District. Your signature indicates that you have read understand and agree to abide by the conditions and guidelines established herein.

The Balsz Elementary School District (BESD) provides various Technology Resources to authorized employees to assist them in performing their job duties. Each employee has a responsibility to use the District's Technology Resources and Balsz Elementary School District Network (BESD Network) in a manner that is respectful of other employees and consistent with the educational goals and objectives of the District. Each employee is responsible to report any misuse of the BESD network to their direct supervisor/administrator who in turn is required to immediately report to the Superintendent. It is the responsibility of all District employees to be knowledgeable of the Board's policy and administrative regulations and procedures related to the use of technology resources. Employees are further responsible, to the extent prudent to an individual's assignment, to educate, supervise, and monitor student use of the District's online computer network use. District, department, and school administrators shall provide employees with appropriate in-servicing and assist employees with the implementation of Policy IJNDB. Failure to follow the District's policies regarding Technology Resources may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified.

### ***Technology Resources Defined***

"Technology Resources" consist of all electronic devices, software, and means of electronic communication including, but not limited to: computers and workstations, lap-top computers, computer hardware, peripheral devices such as printers, modems, fax machines, and copiers, computer software applications and associated files and data, including software that grants access to external services, such as the Internet, or the BESD Intranet, electronic mail, telephones, cellular phones, pagers, smart phones, and voicemail systems or other technology related resources.

### ***District Access to Technology Resources***

All messages sent and received, including personal messages, and all data and information stored on the District's electronic-mail system, voicemail system, or computer systems are District property regardless of the content. As such, the District reserves the right to access all of its Technology Resources including its computers, voicemail, and electronic-mail systems, at any time, at its sole discretion.

### ***Privacy***

The District may inspect and monitor, at its discretion, all files, messages, network/Internet use, and other data accessed utilizing the Technology Resources or BESD network at any time to ensure compliance with CIPA, state, federal, or District policy.

### ***Passwords***

Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of the District. Employees are expected to maintain their passwords as confidential.

### ***Deleted Information***

All employees should understand that any information kept on the District's Technology Resources may be electronically recalled or recreated even after it has been "deleted" or "erased" by an employee. Therefore, employees who delete or erase information or messages should not assume that such information and/or messages are confidential.

### ***Confidentiality***

Employees should use caution when sending confidential information over the Internet. Employees should also try to verify electronic mail addresses before transmitting any messages. Employees should not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated school authorities.

### ***Software Use***

All software in use on the District's Technology Resources and BESD Network is officially licensed software. No software is to be installed or used that has not been paid for and licensed appropriately. No employee may load any software on the District's computers unless authorized in writing in advance by the Director of Technology.

### ***Security/Safety***

Any employee found tampering, disabling, attempting to disable, gain unauthorized access to any of the District's security devices or navigating unauthorized data will be subject to discipline up to and including termination. The District is not liable for employee submission of sensitive data over the internet.

It shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

When an employee steps away from his/her computer, Ctrl+Alt+Delete should be used to lock the computer screen so as to avoid unauthorized access to sensitive data.

We may track the whereabouts of District Computers. You may be held personally and financially liable for lost equipment if it is not reported stolen in accordance with District procedures.

Employees shall not bring personal networking devices to use on the BESD Network.

### ***Personal Computers***

Computers not owned by the District are not covered under the District insurance policy and the district is not liable in any way if a personal computer or other electronic device not owned by the district is damaged, destroyed, or stolen. Devices not owned by the district are only authorized to use the guest wireless network and will not be joined to the domain.

### ***District Issued Mobile Devices***

Staff should not use stickers, labels, tape, glue, or any other medium to decorate or personalize their district owned mobile device.

Never leave your district issued mobile device unattended.

Please do not lend your district mobile device to anyone else. Any transfer of devices between individuals needs to be made in the asset tracking system.

Staff is required to report the loss or damage of any district owned mobile device to the site Administrator and to the Technology Department through the ticketing system within 24 hours.

Staff should not modify, add, or remove any software or configuration files unless directed or authorized to do so by a Technology Department staff member.

Staff may be charged for the loss or damage of district owned mobile devices if loss or damage is due to a malicious or intentional act.

### ***Authorization and Use***

Access to the District's Technology Resources is within the sole discretion of the District. Employees are given access to the District's various technologies based upon their job functions. The use of the District's Technology Resources may be revoked by the District, at any time for any reason. The District's Technology Resources are to be used by employees for the purpose of conducting District business.

The District does not assume liability for information retrieved via the BESD network, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

All employees shall comply with all applicable records management parameters established by Arizona State Library, Archives, and Public Records.

### ***Communication***

Employees are responsible for the content of their posting on any form of technology through any form of communication. Employees must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents, and students.

Only District controlled and approved technologies shall be used when communicating with students or parents. A list of technologies approved for use by employees to communicate with students and parents are listed on the Technology Department web site under the policies/procedures area. (<http://www.balsz.org/technology/policiesprocedures>)

Employees shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others.

District technologies shall be used to enhance and add value to communications with all recipients and be respectful of those with whom they communicate.

Employees should not post photos of students without ensuring the appropriate district signed release form is on file. Assuming the appropriate name release is on file, only student first names should be used for any public posting of information unless special permission is granted by the School/District Administrator due a special media event or award.

### ***Improper Use of the BESD Network and District Technology Resources***

#### **1. Harassing, Discriminatory and Defamatory Use**

Under no circumstances may employees or students use the District's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, or verbally abusive in any way

#### **2. Inappropriate Communications with Students or Minor**

The District will not tolerate any inappropriate communication with any student or minor. Any such use will result in disciplinary measures up to and including termination.

#### **3. Copyright Infringement**

All copyright laws must be adhered to when using the District's Technology Resources and BESD Network. District logos or District intellectual property shall not be used without the written approval of the Superintendent.

#### **4. Unlawful Activity**

Employees may not use the District's Technology Resources to engage in any activity constituting or promoting a criminal offense, or potentially giving rise to civil liability, or otherwise violating any law, regulation, or District policy.

#### **5. Conflict of Interest.**

Employees may not use any of the District's Technology Resources to further any business activity in which the District has no interest. District owned or provided technologies cannot be used to endorse or promote a product, a cause, or a political position or candidate. Employees may not use any of the District's Technology Resources in a manner that results in unauthorized billing or direct costs to the District or that is otherwise contrary to the best interests of the District.

#### **6. Confidential and Proprietary Information.**

Employees may not use the District's Technology Resources in any manner that discloses confidential or proprietary information of the District to third parties.

#### **7. Use of District technology resources to influence the outcome of elections.**

Employees may not use the District's Technology Resources for the purpose of influencing the outcomes of elections, or to advocate support for or opposition to pending or proposed legislation by initiating such activity through District Technology Resources.

#### **8. Other Improper Uses.**

Employees may not engage in unauthorized use of the District Technology Resources or BESD network for private, financial or political gain. Employees should not attempt to use the network in any way that would disrupt the use of the network by others.

**I have read and understand the BESD Technology Use and Privacy Policy and agree to abide by all of the provisions of the Policy.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_