

# DARTMOUTH SCHOOL COMMITTEE POLICIES

Files: IJNDB

## **Acceptable Use Policy: Employees /Staff**

The Acceptable Use Policy (AUP) is a policy for the Dartmouth Public School's Staff use of electronic devices and services, such as computers, internet and email, and the use of those resources within the Dartmouth Public Schools.

### **Policy Statement**

The Dartmouth Public School District is providing employees access to technology and various electronic communication, which includes Internet access. The purpose of these District systems is to assist in preparing our students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the system will be used to increase District communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers.

### **District Responsibilities**

The District Technology Administrator will serve as the coordinator to oversee the District system. The Technology Administrator will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, establish a virus protection process, and other necessary activities.

The building Principal and/or their designee, in conjunction with the Technology Administrator, will serve as the building-level coordinator for these systems and will approve building-level activities, arrange for teachers receive proper training in the use of the system and the requirements of this policy, establish a system to provide for adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting this policy at the building level.

### **Access to the System**

All employees will have access to the Internet through the District's networked computers. Access to the network with personal electronic devices must be through the "public" network. Personal use of the system is restricted during school hours and should be minimized after school. Active employees will be provided with an individual email account. Accounts will be suspended when an employee becomes inactive, i.e., retirement, separation, or termination. All District email communication is backed up for a period of no less than seven (7) years.

Teacher accounts will have more access and privileges than student or generic accounts. Teachers may be able to view non-educational sites if needed for their curriculum. The District system shall only be used by the teacher for educational purposes. The teacher may not give access to his/her account to a student unless authorized by the school principal or District administration for a specific educational purpose. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high quality self-discovery activities. Users may not access the system for commercial purposes, defined as offering or providing goods or services. Users may not access the system for political lobbying.

### **District Limitation of Liability**

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system will be error-free or without defect. A firewall/filter has been employed which is designed to screen access to inappropriate Internet sites. The operation of the firewall

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notwithstanding, access to any unacceptable sites is prohibited. The District will not be responsible for any damage users suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. System users have no privacy expectation in the contents of their professional and/or personal files on the system, which are the property of the Dartmouth Public School System.

## Copyright

Existing copyright law will govern the use of material accessed through the system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

## Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the technology department or your School Principal. Do not use another individual's account. Do not store your passwords in plain sight, i.e. taped to the screen, desk, or bottom of the keyboard. Choose secure passwords, i.e. not the word 'password' and not the name of something familiar to your life. You will immediately notify the technology office or a District administrator if you have identified a possible security problem. Avoid the spread of computer viruses and malware by not downloading and/or installing various software or apps on your electronic device.

## District Web Site Usage and Posting

The availability of Internet access in the Dartmouth Public Schools provides an opportunity for staff to contribute to the School District's presence on the Internet. The District's website provides information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools, community, and our District's mission. The following standards will govern the posting of all District sponsored web pages.

- All web pages shall be free of spelling and grammatical errors.
- Documents may not contain objectionable material or link directly to objectionable material.
- Staff work may be published only as it relates to a class project, course, or other school-related activity.
- All subject matter on web pages shall relate to the district or the schools within the District. Therefore, neither staff nor students may publish personal web pages as part of the District web sites, or web pages for other individuals or organizations not directly affiliated with the District.
- Adherence to copyright laws is required.
- Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the Technology Administrator, building or District Administrators shall control.
- All web page data on the District server is the property of the Dartmouth Public Schools.
- Web pages may include only the first name of any student. Full student names will be allowed only with parental and Building Administrator permission.
- Documents may not include any student personal information.
- Parental permission must be secured prior to publishing pictures or videos of students under age 18.
- The District shall not be held responsible for any possible sites that are created outside the school day and beyond the District web site.