

**Northwestern School Corporation**  
**STAFF TECHNOLOGY RESPONSIBLE USE GUIDELINES**

The Northwestern School Corporation (hereafter referred to as NWSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help our 21st century learners by allowing students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of these guidelines and agreements are subordinate to school, local, state and federal law. NWSC has the duty to investigate any suspected violations of this policy.

The Responsible Use Guidelines sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets consequences for those who choose to violate the guidelines.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a global, technological world.

Technology includes:

- all computer hardware and software
- PDAs, cell phones, handheld technologies and personal storage devices
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology
- servers, routers, hubs, switches, and Internet gateways including wireless access
- administrative systems, media systems, and learning information systems including
- online applications
- related and future systems and technologies.

**Personally owned devices are included in the Responsible Use Guidelines when on school property or connected to the school infrastructure. NWSC is NOT responsible for any damage done through the network connection. This includes but is not limited to power surges, viruses or malicious acts from other users. Personal technology brought for use at school must meet minimum NWSC requirements including approved virus protection software.**

The following uses of school-provided or curricular-based technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your administrator
- b. to remove or copy school-owned software from school computers
- c. to use technology to harass, bully, or threaten another individual
- d. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- e. to vandalize, damage, alter, or disable the property of NWSC
- f. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- g. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages

- h. to download games, entertainment software, or copyrighted material unless part of the course curriculum
- i. to assign students to use technology without proper supervision
- j. to send non-job related or unsolicited emails or participate on chat lines during teaching/work time
- k. to do non-job related shopping or bartering during teaching/work time
- l. to send personal ads or sell items using school email or computer bulletin boards other than on a separate specially designated school bulletin board.
- m. to participate in gambling or on-line games
- n. to send chain letters or broadcast messages to lists or individuals and other types of use that would cause congestion of the network or otherwise interfere with the work of others
- o. to disclose personal email addresses of others through a group or chain email
- p. to utilize the school corporation technology for commercial purposes or financial gain
- q. to install or use encryption software on any computer
- r. to send non-school related audio, video or data communication to students
- s. to use social networks at school unless approved for curriculum
- t. to attempt to circumvent NWSC policies or network restrictions. It is a criminal offense to hack into a school system computer and criminal charges may be filed.
- u. to allow a student to use the teacher account at any time or to use the teacher PC without supervision
- v. to leave the teacher PC logged in and unlocked when the teacher is not present

Inappropriate communication with staff or students during or outside of school time is a clear violation of this policy. If a staff member were to get an inappropriate communication from a student or other staff member, the communication should be ended immediately and reported to the supervisor immediately. Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The employee's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

**Important Notice:** The Northwestern School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate or blocked material and reporting incidents should they occur. Students should not post personal information about themselves or others nor should they contact individuals they meet online. Personal information includes names, home/school/work addresses, telephone numbers, and personal photographs.

Any violation of the corporation policy, rules, and guidelines may result in disciplinary action up to and including dismissal. When applicable, law enforcement agencies may be involved.

**Important Notice:** Each individual is responsible for any and all data stored on the device whether personal or school-owned. If non-RUG compliant material is found, disciplinary action will be taken.

### **Networks – Internet, Local and Wide Area**

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Even though the school block's certain sites, the faculty and staff are expected to diligently monitor students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is always responsible for the supervision of students whenever they are using technology. This includes school as well as on classroom sites (i.e. discussion forums) outside of school but used for school purposes.

### **Hardware/Software**

NWSC has the right to regulate hardware/software technologies that are on its network or used within the school and workplace environment. This includes personally owned devices and/or media used on NWSC property or with NWSC technological infrastructure.

### **Documents/Files/Web Based Applications**

The school corporation has final editorial authority over websites that are stored on NWSC equipment.

File-sharing by faculty and staff is not allowed unless specifically requested for job functions. The NWSC local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing.

### **No Expectation Of Privacy**

Given valid reason, the NWSC may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the school's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. The NWSC may use the information so obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise in the sole discretion of NWSC. The NWSC may exercise an investigation triggered by indications of impropriety (school or personal technologies) or as necessary to locate substantive information that is not more readily available by some other less intrusive means.

- Personal information sent to school computers should not be considered private.
- Personal information (whether from school-owned or personal technology devices) sent to school-enabled accounts should not be considered private.
- Personal equipment brought to school is subject to school rules and may be detained and searched by building administration with valid cause.

### **School Owned Technology**

School-owned equipment may be provided or loaned to staff. The following expectations apply:

- Person receiving equipment is solely responsible
- Person receiving equipment is responsible for care and maintenance
- Person receiving equipment will use device for designated curriculum purposes
- School is not responsible for unauthorized information (games, music, photos) added to device nor will school try to maintain information if repair is needed
- Person receiving equipment is responsible for creating and maintaining backup of any personal data.

### **Policy Exceptions**

The Responsible Use Policy will be followed by all users of the NWSC technology resources. Exceptions will be made for NWSC employees or agents, designated by the Superintendent of Schools, conducting an investigation of student or employee use which potentially violates the law, NWSC policy, rules, guidelines, or procedures. Exceptions will also be made for technology system administrators and designated staff who need access to the school's technology resources in order to examine, delete, repair, and maintain files to sustain the integrity of the NWSC network resources along with data stored on these resources.

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**AGREEMENT**

Rules, regulations, and guidelines are necessary in order to provide technology opportunities in the workplace. I hereby agree to abide by the Northwestern School Corporation's Staff Technology Responsible Use Guidelines.

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(Printed Name)

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(Building)

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(Staff Signature)

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(Date)