

POLICY 3085

Computers and Network Resources Employee Acceptable Use Policy

Violations of the Acceptable Use Policy may cause an employee's access privileges to be revoked, and/or personal disciplinary action up to and including termination of employment.

A. Employee Responsibilities:

1. Keep usernames and passwords private. Usernames and passwords may not be shared with anyone (including other staff, volunteers, students, student aides)
 - a. Student teachers are required to share their BESD username and password information with their mentor teacher.
2. If, for any reason, it becomes necessary for another person (i.e. long term sub, student teacher, etc.) to have access to your computer, the principal should contact the school district IT department.
3. Users are responsible for maintaining copies (back-up) of their data.
4. Use the school computer system for legitimate educational purposes incident to assignments, work responsibilities and independent research related to assignments.
5. Do not connect or install any computer hardware, components, or software which are not school system property, without prior approval of the district technology department. Access to the LAN and WLAN is restricted for educational purposes; employees will not connect or install privately owned computers, tablets, hardware, components, routers or software to the corporate networks without authorization from the technology department.
6. Do not install or download any software without the approval of the Technology Department.
7. Be responsible for ensuring all personal CDs, memory sticks, USB flash drives, cloud storage, or other forms of media storage brought into the school are free from viruses and do not contain any unauthorized or inappropriate files.

8. Be responsible for ensuring that all student data is compiled, stored, and distributed in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) and board [Policy 5140](#).
9. Users acknowledge that all electronic messages and files stored on school-based computers or traversed across the district's networks are considered public records and may be reviewed by administrators and/or designees to maintain system integrity and insure that users are acting responsibly.
10. Use email accounts provided to employees for professional purposes. The email account provided should be used for all school district business. (Outside email accounts (i.e. Hotmail, Gmail, Yahoo, etc.) are not supported with technical assistance from the school district and if used for work related communication may become subject to GRAMA requests.
11. Do not knowingly bypass the district network and email filters.
12. Abide by the Box Elder School District [Educational Appropriate Postings Policy 3084](#) when posting any materials to the web.
13. Do not use the district network for financial gain or advertising.
14. Do not engage students (individual or group) on social networking sites, by text message, or in any other digital format whether in class or outside of school for any non-professional reason. Electronic communication with students should be limited to providing general information related to coursework, and/or school activities.

B. Employee responsibilities with Students:

1. Ensure a student has a signed and current acceptable use policy before allowing the use of any computer or district digital technology.
2. Never allow students to use a computer unless they are logged in under their own username and password. (K- 5) students may use a generic "classroom account" created by the District IT Department.
3. Treat student usernames and passwords with confidentiality. Do not post a list of usernames and passwords where all students can see them. (Never use a student's username and password),_Instruct students not to share their passwords and usernames.
4. Do not allow students to go to a computer lab unsupervised.

5. Enforce the Acceptable Use Policy while supervising students. It is the employee's responsibility to notify administration and the district IT security team of any violations of the Student Acceptable Use Policy.
6. Teachers must supervise their students' use of the Internet. Students may visit sites and perform searches only under the supervision and observation of the teacher.
7. Ensure that students do not bypass district filters or attempt to bypass district filters.

C. Web Pages

1. The following applies to the development of web pages:
 - a. Each school will have a designated web master who is ultimately responsible for enforcement of the web policies of the district.
 - b. Any web page using the Box Elder School District name or logo or any of the affiliate school's names or logos is not allowed without written permission from the district Network Administrator.
 - c. Student directory information, including photos, may appear on a school/district web page as long as the student's parent or legal guardian has not submitted a written request to withhold said information to the school/district following the appropriate district procedure.
 - d. Transmission of any material in violation of any U.S., Utah State or district policy regulation or statute is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene materials, anarchist, or terrorist information, or material protected by trade secrets.
 - e. All student web pages must be approved by the school web master prior to being posted on the district web server.

D. User Signature of Agreement:

I understand any violations of the above provisions may result in the loss of employment. I agree to report any misuse of the electronic information resources to my building administrator. Misuse comes in many forms, but can be viewed as any messages, information or graphics sent or received (unsolicited, inappropriate messages should be reported to the building administrator) that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other listings as described above. Rules of conduct are described in this Employee Acceptable Use Agreement for Computers and Network Resources and apply when I am on the electronic information system.

I have read this agreement and understand that Internet sites are filtered and that my district computer Internet use is being monitored. I hereby agree to comply with the above-described conditions of acceptable use.

User Name (Please Print) _____

User Signature _____ Date _____