

Employee Rules for Information Technology Resources

Rules

The following rules govern employee use of school information technology. These rules provide general guidelines for Acceptable Use and examples of expressly prohibited uses. However, the rules do not attempt to state all acceptable or prohibited activities.

Employees who have questions regarding whether a particular use or activity is acceptable should seek guidance from the Director of Information Technology.

Each employee authorized to access school information technology is required to sign an acknowledgement form stating that they have read this Policy and the accompanying rules. The acknowledgment form will be retained in the employee's personnel file. Any employee who violates this Policy or rules governing use of school information technology may be subject to disciplinary action, up to and including dismissal. Illegal use of school information technology will be referred to law enforcement authorities.

A. Access to Computers, Networks, Internet, E-mail and Telephone Services

Employees are to utilize school information technology only for purposes related to the schools and the performance of their jobs. The level of access that employees have to school information technology is based upon specific employee job requirements and need. Access to school information technology is provided to the employee as a privilege, and not a right. This access is provided to current employees. Upon separation from the Newton Public Schools, E-mail accounts are deleted within a week from the date of separation.

Employees are to utilize school information technology only for purposes related to the schools and the performance of their jobs. Incidental and immaterial personal use of school information technology is permitted as long as such use does not interfere with the employee's job duties and performance, system operations or other system users or other business in the district. "Incidental personal use" is defined as use by an individual employee for occasional personal communications as determined by the administrator. Any personal use by employees must comply with this Policy and rules.

B. Acceptable Use

School information technology shall be used in a manner consistent with Newton Public Schools' educational mission and which shows respect for the use of a shared resource, software and intellectual property rights, ownership of information and system security. Expectations for professional behavior and communication apply to use of school information technology. An employee's use of school information technology that is contrary to this Policy or rules is unacceptable and prohibited.

Approved by the School Committee 6/20/2011

C. Prohibited Use

Each employee is responsible for his/her actions involving school information technology and for his/her computer files, passwords, and accounts. General examples of unacceptable uses of school information technology that are expressly prohibited include, but are not limited to, the following:

1. Any use that violates any federal, state or local law or regulation, including copyright laws, or violates a School Committee policy;
2. Any use to harass, discriminate, threaten, defame, demean, or intimidate;
3. Any use involving materials or language that is obscene, pornographic, sexually explicit or sexually suggestive, vulgar or profane;
4. Any use for private financial gain, advertising, or solicitation purposes;
5. Any use to proselytize or advocate the views of an individual or non-school sponsored organization, including but not limited to, political or religious interests;
6. Fund-raising for any non-school sponsored purpose, whether profit or not-for-profit;
7. Providing school E-mail addresses or telephone numbers to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes;
8. Obtaining confidential information about student or employees for non-school related activities, or sharing confidential information about students or employees for non-school related activities;
9. Any communication that represents an employee's personal views as those of Newton Public Schools or that could be misinterpreted as such;
10. Downloading or loading software or applications without permission from the Director of Information Technology;
11. Opening or forwarding any E-mail attachments from unknown sources;
12. Sending mass E-mails to school users or outside parties for school or non-school purposes without the permission of the Director of Information Technology;
13. Participating in any type of use which would cause congestion of the network or interfere with the work of others.
14. Any misuse or disruption of school information technology, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school information technology;
15. Revealing one's password to anyone else, using anyone else's pass-word, or pretending to be someone else when sending information over school information technology;
16. Accessing or attempting to access unauthorized sites on the Internet;
17. Failing to report a breach of school information technology security to the Director of Information Technology;
18. Any unauthorized attempt to modify, delete, erase, or otherwise conceal any information that is stored on school information technology, including someone else's work or data, and any attempt to modify, delete, erase, or otherwise conceal any information that shows a violation of this Policy or rules;
19. Using school information technology resources after access has been denied or revoked; and

20. Any communication that violates generally accepted rules of E-mail or computer etiquette and/or professional conduct.

Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from his/her building principal or the Director of Information Technology.

D. First Class Folders

The First Class E-mail system enables staff members to create folders to facilitate communication on specific educational topics of interest. To be created and maintained, each folder must have a moderator. The role of the moderator is to provide access to the folder by interested staff members and to moderate the communication in the folder to be sure that all of the folder members adhere to the topic for which the folder was created. Any folder that does not have a moderator is subject to cancellation. Further, as a service to the staff, the Information Exchange Folder is provided as a means for staff members to share more general information. Any information not specifically related to school/educational issues is to be limited to this folder. Topic areas in the Information Exchange Folder are The Want Ad, Entertainment Tonight, Dining Around, Cooking and Recipes, Green Thumb, Sports, and Lost and Found. Postings in the Information Exchange Folder must comply with this Policy and rules and postings that violate this Policy and rules may be removed. All postings will be removed after sixty (60) days.

E. No Expectation of Privacy

Newton Public Schools retains control, custody, and supervision of all school information technology owned, leased or paid for by it. Newton Public Schools reserves the right to monitor all computer, Internet, E-mail, and telephone activity by employees and other system users. Employees have no expectation of privacy in their use of school information technology, including E-mail messages and stored files.

F. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Please comply with the School Committee's Employee Confidentiality Policy.

G. Staff Responsibilities to Students

Teachers, staff members, and volunteers who utilize school information technology for instructional purposes with students have a duty to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the Internet, E-Mail, and Computer Network Internet Safety Policy for Students of the Newton Public Schools and to enforce such Policy. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal.

H. Compensation for Losses, Costs, and/or Damages

The employee shall be responsible for any losses, costs, or damages incurred by Newton Public Schools related to violations of this Policy or rules governing employee use of school information technology.

I. Responsibility for NPS-owned Computers Issued to Specific Teachers

Only software and shareware with the appropriate licenses owned by the Newton Public Schools can be installed on laptops. The teacher to whom a laptop is issued is responsible for the laptop at all times in school and outside of school. Due to budget constraints, if a teacher laptop is stolen there is no guarantee that funds will be available to purchase a replacement.

J. Responsibility for Staff-owned Computers

Staff members who bring their personally owned computer to school are responsible for their own equipment, and they do so at their own risk. Any damage to the equipment is the responsibility of the individual. The district has no liability for computers brought into the schools, including damage, theft, vandalism, data loss and accidents. The district may suspend the right to use the personally owned computer in district facilities at any time if it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

K. Responsibility for Unauthorized Charges, Costs, or Illegal Use

Newton Public Schools assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

L. Disclaimer on Liability

Newton Public Schools assumes no responsibility for any loss or corruption of data resulting from the use of school information technology.

NPS Staff Guidelines for Technology Use-June 2011

Use of email:

Do not use your personal e-mail address to communicate with students at the school. If you do receive work by learners via e-mail you must use the NPS First Class email account officially approved by the district and keep any comments within professional matters. Do not use the school e-mail address for personal reasons.

Use of social networking websites and mobile devices*

Teachers are using social networking sites, such as MySpace, Facebook, YouTube, Twitter, Flickr, Bebo, and such like, to enhance collaboration and communication beyond the classroom walls. The use of technology for educational purposes is an important part of the work of teachers and student teachers. However it is imperative that such websites are used ONLY for educational purposes. Just as in face-to-face interactions, the district expects NPS staff to operate with high standards of professional behavior in relation to the use of electronic or online communication. For your own protection please consider the following guidelines carefully.

Social Networking Sites:

Be aware of potential problems which can arise by providing personal details on social networking sites. **IT IS NOT ACCEPTABLE** for you to refer to the school where you work, nor any individuals associated with that particular school in any way on a social networking site, blog, wiki or such like. It is also not acceptable to use any pictures of students or colleagues on such sites. It is advised that you do not become an online 'friend' with any of the students at any school during the course of your career in Newton.

If you do maintain a personal social networking site, it is not acceptable to make use of personal sites during working hours. It is also recommended that you amend your privacy settings to ensure full control over who is allowed to view your personal information on such sites. Take great care regarding the type of personal information about you which could then be disseminated through the Internet and social networking sites in particular. In a nutshell, you should not publish anything that you do not want to made public, whether it is posted on a school-related or personal site.

Mobile Devices/Smart Phones:

Refrain from using your personal mobile device during lessons except for emergencies. Do not keep any message or picture on your device which you would not be happy for others to see. Do not leave your device where students can access it.

Occasionally there may be circumstances when a department/school encourages students for educational reasons to use their personal mobile devices, e.g. to capture art work still/moving images to record the developmental process of a project in art and design or on a field trip. In such cases please ensure permission is granted from the parent and principal and that you comply at all times with school and/or local educational policies.

*Adapted from the **South East Wales Centre for Teacher Education and Training (SEWCTET)**

http://www.sewctet.org.uk/images/uploads/Code_of_Conduct_and_Internet_and_Social_Networking_Guidance.doc