

# ACCEPTABLE USE POLICY STAFF

## I. POLICY STATEMENT:

It is the policy of the St. Johnsbury School District to use technology resources and the Internet to support and enrich the curriculum, taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Board recognizes the need to minimize the potential risk to students and staff of exposure to inappropriate materials and to provide professional development about such issues and also privacy rights, intellectual property, and copyright infringement. Furthermore, the Board expects that staff will provide adequate instruction for students in the appropriate use of technology resources and the Internet. Staff shall collaborate with parents and guardians of minors to articulate and disseminate the standards that children will follow when using technology resources and the Internet. Access to technology resources and the Internet shall be available to staff who agree to follow this policy and accompanying procedures. All staff will be held liable for any misuse of the District's technology resources and access to the Internet.

## II. GENERAL INFORMATION:

The expansion of technology resources and the Internet throughout the world provides all staff with diverse means to gather resources, share ideas and information, and thus increase student learning opportunities.

As staff is connected to the global community, their use of new tools and systems presents increased responsibilities as well as opportunities. Responsibilities for staff include the management of the risk associated with student access to inappropriate web sites and for maintaining the safety of all students.

In the past, instructional and library media materials could usually be screened--prior to use--by committees of staff and community members and evaluated based on selection criteria. The Board believes that the benefits to students from access to information resources and opportunities for collaboration far exceed the disadvantages. Access to technology resources and the Internet will open classrooms to educational resources which have not been screened prior to their use by students of various ages. Consequently, staff shall collaborate with parents and guardians of minors to articulate and disseminate the standards that children will follow when using technology resources and the Internet.

Technology tools have broadened potential copyright infringement opportunities far beyond the traditional written materials to include audio, video, and graphics applications.

## III. STAFF EXPECTATIONS:

The Board expects that all staff will learn to use technology resources and the Internet in a professional manner and to apply them regularly in appropriate ways to the performance of their jobs. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of technology resources and the Internet, and create opportunities to test new and innovative practices and expand the learning opportunities for students and staff.

School staff shall strictly follow confidentiality procedures when transferring student or employee records through technology mail or other telecommunications systems. The school's technology resources and access to the Internet shall not be used for commercial or entertainment purposes, as a public access service,

or a public forum. All intellectual property produced by staff using school equipment and/or resources shall remain the property of the school District. Staff is expected to follow the rules of personal conduct outlined in the staff handbook, as well as abide by state and federal laws in the use of the District's technology resources and the Internet.

Communication over networks shall not be considered private. Network supervision and maintenance may require review and inspection of folders or messages. The District reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system.

In addition, staff may access the District's technology resources for limited personal use. Limited personal use of the District's technology resources shall be permitted if the use imposes no tangible cost to the District; does not unduly burden the District's technology resources; occurs during non-instructional time; has no adverse effect on an employee's job performance or on students' academic performance.

**IV. ADMINISTRATIVE STRATEGIES:**

The Board authorizes the Superintendent to prepare appropriate procedures for implementing this policy, and for reviewing and evaluating its effectiveness. Specific procedures for determining what constitutes a violation of this policy are outlined in the administrative procedures that accompany this policy and the Acceptable Use Contract that all staff must sign before receiving access to technology resources and the Internet.

Due process procedures shall be followed in all matters pertaining to violations or perceived violations of this policy.

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Please indicate Yes / No and initial your response to each of the two statements below.

I have read over this User Contract and agree to its intent.	Yes / No	Initials _____
I give my permission for my image to be seen in school related activities on school Web pages.	Yes / No	Initials _____

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this User Contract to the office. A copy will be maintained in your personnel file.

**DATE WARNED: AUGUST 18, 2006**  
**DATE APPROVED: AUGUST 28, 2006**