

Technology Standards of Use Procedures
Creighton School District

1. In order to receive a laptop, all staff must fill out a Request to Borrow form with the Technology Department.
2. Instructional staff laptop users are required to have their equipment on campus with them during every contract day.
3. Laptops, LCD projectors, document cameras, cell phones or any other technology should not be left in an unattended vehicle in open view to avoid the temptation for theft.
4. Staff members are responsible for the updating and synchronizing of their own computers. Staff desktop users should not at any time stop the synchronizing or updating of their computer when it starts such processes. Staff laptop users will complete the following procedure at a minimum of once per week. They will need to follow this three step procedure to properly update and synchronize their laptop:
 - a. Connect the laptop directly to the network using an internet/network cable.
 - b. Turn on the laptop and log in.
 - c. Log out, but leave the laptop power on for at least 30 minutes. During this time, the laptop will install software updates and synchronize documents to the district teacher server(s).
(If you are currently logged onto your laptop you will need to restart the computer and follow the above procedure.)
5. Staff will ensure that technology equipment is set up in such a way to ensure student health and safety (i.e. do not put the power cord across a walkway where a student can trip, keep computers away from food and drink etc.)
6. Staff using district technology resources should understand that it is their responsibility to back up personal documents, all image (picture) and music files, and important work documents including electronic gradebooks. The District is not responsible for lost personal documents, pictures, music, etc.
7. Technology equipment should be made as secure as possible every night, even if left in classrooms. Store in a locked cabinet or locked desk drawer (desktops may be left on desk).
8. Avoid jostling, bumping or moving technology equipment of any kind (including laptops) when they are in operation.

As with any Creighton District equipment, intentional misuse of the equipment may cause this privilege to be revoked.

Current Staff Acceptable Use Policy

Creighton School District
Employee Agreement
Local Area Network, E-Mail, and Internet - Acceptable Use Policies 2009/2010

Introduction

The Creighton School District (CSD) provides its users with Local Area Network (LAN), electronic mail (e-mail), and Internet access necessary for the performance and fulfillment of curriculum requirements and individual job responsibilities.

It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help understanding the contents. Your network access is provided so that you may support educational curriculum needs and fulfill personal job responsibilities in accordance with CSD education needs. It is not intended for non-CSD use.

Inappropriate use of CSD network resources can result in the loss of the privilege of using these educational and administrative tools.

Access to Student Information via the AS400, LAN/WAN, or Student Information System (CIMS, ATI Galileo, PowerSchool, MacSchool, SPEDWeb, etc...) is provided on an "as needed" basis to facilitate CSD Educational and professional requirements. Student Information is protected under the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). In all instances, any unauthorized access to records or misuse of Student Information will be prosecuted in accordance with District, State and Federal Regulations. Any connection to the Internet offers an opportunity for non-authorized users to view or access CSD information. Therefore, it is important that all network connections be secure, controlled, and monitored.

Consequently, you should have no expectation of privacy while using CSD-owned or CSD-leased equipment. Information passing through or stored on CSD equipment can and will be monitored. You should understand that CSD maintains the right to monitor and review Internet, e-mail, and LAN use as necessary.

Rules for Appropriate Use

The LAN, e-mail, and Internet connections of CSD exist primarily to support district and education-related activities (e.g., classroom instruction, district staff duties, etc.).

In general, the support of CSD network resources requires a consistent operating environment. A major component of this environment is the software located on each computer on the CSD network. It is vitally important that the software on each computer be as consistent and static as possible. Any uncoordinated and/or unauthorized changes (e.g., by downloading software from the Internet) to one or more computers can result in significantly degraded network performance.

It is understood that new software requirements come up frequently in a school environment. The district will strive to meet all educational and/or administrative technology needs, provided they are coordinated with appropriate CSD personnel.

Therefore, it is vitally important that you do not alter the configuration of your machine in any way, unless it has been coordinated and approved by the Technology Dept.

Permitted Use

Occasional and reasonable personal use is permitted, provided it does not interfere with the performance of the CSD network, or performance of personal duties and responsibilities. Some examples of acceptable personal use might include:

- Corresponding with non-district entities via email, such as family members, athletic organizations, or local vendors
- Shopping or banking via the internet
- Non-school related information searches via the internet

You are responsible for the proper use of your personal network account. You must ensure that you do not share your ID and password with anyone else, regardless of circumstances. You will be held responsible for the misuse of your ID by other individuals. Remember that all information is non-secure; do not use credit cards online.

Prohibited Uses

In general, improper uses of the CSD LAN, e-mail, and Internet systems fall into three categories:

- Copyright infringements or software licensing violations
- Illegal activities
- Degradation or abuse of network resources

Specific examples of improper use of the CSD LAN, email, and Internet systems include, but are not limited to:

- Any illegal purpose.
- Accessing or distributing materials which are offensive, abusive, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Any activity or use which promotes discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Any activity which promotes political unrest, illegal activities, or activities that are not considered in the best interest of students and/or staff.
- Commercial messages, solicitation or "for sale" notices.
- Using someone else's network account (with or without permission).
- Abuse of CSD network resources. Examples include, but are not limited to:
 - o Physical defacement, damage or destruction of network resources
 - o Excessive printing, particularly for personal needs
 - o Misrepresenting yourself and the CSD to others
- Knowingly creating and/or distributing software viruses.
- Gaining unauthorized access to restricted information or resources.
- Any activity which results in unnecessary network traffic that may interfere with the ability of others to make effective use of the CSD network resources.
- Gambling.
- Forwarding e-mail chain letters.
- Spamming e-mail accounts from CSD e-mail services or company machines.
- Downloading of unauthorized and/or unlicensed software or files.

Improper/unauthorized downloads include, but are not limited to:

- Pornographic material.
- Media players.
- MP3 files.
- Music sharing clients, such as Napster, KaZaa, Morpheus, Gnutella,
- Blubster, or any other like program
- Web browser enhancements (Bonzai Buddy, Gator, etc.)
- Games of any kind.
- Instant messaging clients (AOL, MSN Messenger, Bonzai Buddy, etc.)
- Copyrighted material without permission from the copyright holder.
- Illegal/unlicensed software of any kind.

Purchasing of Hardware/Software

Hardware and software purchases must be made through the Technology Department. Donations must also be coordinated through Technology. Any donated equipment/software must meet CSD Technology standards.

Other Responsibilities

In addition to abiding by the requirements set forth above, you are responsible for:

- Honoring acceptable use policies of networks accessed through CSD's LAN, email, and Internet services;
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations;
- Following copyright laws regarding protected commercial software or intellectual property.

Consequences For Inappropriate Use

Violations of these policies will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above policies, management can take disciplinary measures.

These can include:

- Suspension of personal network account;
- Revocation of the computer system account; or
- Other disciplinary or legal action, including termination, in accordance with CSD policies and applicable laws.

Employee Agreement (Please print clearly.)

Name:

Home Address:

City & Zip Code:

Home Phone Number:

School Campus:

I understand that my computer use is not private and that the District will monitor my activity on the computer. I have read the District's Local Area Network, E-Mail, and Internet – Standards of Use and Acceptable Use Policies and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature: _____ Date: _____