

**CUMBERLAND COUNTY SCHOOLS
STAFF POLICY FOR ACCEPTABLE USE OF
TECHNOLOGY AND ELECTRONIC
INFORMATION RESOURCES**

Summary

The Cumberland County School District provides students and staff technology tools to better educate, motivate and accomplish necessary tasks. The district's goal is all technology will be used in a safe and productive manner. This policy applies to all district employees whose jobs require access to electronic information resources and technology.

Ownership

All computers and files, emails, internet browsing logs stored on them are the property of the Cumberland County School District. These records are subject to open records requests. District or administrative personnel have the right to turn any inappropriate files over to the proper authorities.

Responsibility

District administrators (Principals, Directors, Coordinators, and officers) are responsible for assuring that employees within their organizational authority have been made aware of the provisions of this policy, that compliance is expected and that intentional inappropriate use may result in disciplinary action.

Each individual is responsible for his/her own actions and the actions of those he/she knowingly permits to use assigned resources.

Staff Email/Cloud Services/Collaboration Tools

CONTENT FOR USE: By signing the attached form, you hereby accept and agree to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the email address provided to you can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, online "cloud" services and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before you can use online services, you must accept the service agreement.

Infinite Campus

Parents will have access to Infinite Campus' Portal. Parents will be able to see information on their child(ren). Please remember the following items throughout the year to minimize Portal issues.

- Attendance should be posted no later than 8:15 daily.
- Summative Assessment grades shall be posted to IC within 10 days of administering an assessment. Please note that once assignments are created in IC, parents will see this information.
- Hidden scores should be used with caution. These hidden scores may result in misinterpretation of student data.

Personal Devices

Equipment is provided to staff members to better perform their jobs. Personal network devices are allowed when requested for educational purposes but must use the district computer network and internet content filtering program. Personal devices must be equipped with appropriate antivirus software and must be reviewed by the technology department before attaching to the district network. Personal cellular devices are governed by district/school employee handbook.

Digital Citizenship

The safety of our students and staff is very important. School Staff Employees are expected to be good digital

citizens. This includes keeping passwords private (not sharing with others), not providing personal information to websites on the Internet, respecting others and modeling good digital citizenship behavior for students. A Digital Citizenship Curriculum plan is available and outlines activities for each school. This resource will help teachers instruct students on social networking sites, chat rooms, cyber bully awareness and response to cyber bullying.

Education

Technology access is provided to staff for job related and educational purposes only. Any other use is considered a violation of this acceptable use policy.

Community

Computer networks are communities. All users must respect the rights of others. The use of any software/equipment that consumes an unjustifiable amount of technology resources is considered a violation of the Acceptable Use Policy.

Legal Obligations

Users must adhere to all federal, state, and local laws/policies regarding the use of technology. These include but are not limited to:

701 JAR SL120 Prevention of Objectionable Material Transmitted to Schools via Computer, **KRS 434.520** Unlawful Access to a Computer, **KRS 434.845** Misuse of Computer Information, Criminal damage to Property Law Class D Felony **KRS 512.020**, Plagiarism and violations of copyright laws and Destruction of district equipment and/or data

Identifying Appropriate and Inappropriate Use

Decisions about appropriate and inappropriate use of information technologies are based upon the same criteria that guide decisions about appropriate and inappropriate use of other public assets. **For instance:**

- a. Public resources may not be used for private business or personal gain;
- b. Copyrights must be respected and authorship must be appropriately acknowledged;
- c. Vandalism, theft, prying and willful destruction will not be tolerated; and passwords, personal access numbers, and security codes must not be exchanged or disclosed.
- d. Searching for pornography or other inappropriate content

Inappropriate behavior includes but is not limited to:

- *Harassing, insulting or attacking others*
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Using equipment/network for commercial purposes
- Intentionally loading malicious software on computers or network devices
- Extending OR creating your own network

Consequences

Actions taken as the result of violations of the Staff Technology Acceptable Use Policy will follow the guidelines contained in the school/district Employee Handbook and as deemed appropriate by the persons' supervisor and/or district Superintendent or their designate.

Procedures

All staff must sign a Staff Acceptable Use Policy Form each school year. Forms will be kept on file by the Chief Information Officer. The form is a binding document that staff use of district technology will be appropriate and consequences of inappropriate use.