

Rio School District
STAFF ACCEPTABLE USE AGREEMENT
Pursuant to Board Policy 4040

The Rio School District, hereinafter referred to as RSD, provides quality services and support for life-long learning opportunities. The RSD collaborates to build relationships with local educational institutions and other government and private sector entities to provide leadership, service and support for all learners. This will be accomplished through the following four goals:

1. Provide, promote, and support environments that result in World-Class Learning.
2. Secure and develop Resources (human, fiscal, and information) that support and promote our mission.
3. Develop and maintain an Organization based on teamwork, trust, communication, commitment, and competence.
4. Optimize Customer Satisfaction

The RSD has a strong commitment to providing a quality education for its students, including access to and experience with technology. The RSD's goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication, providing appropriate access to all students, supporting critical and creative thinking, fully integrating technology into the daily curriculum, and preparing students and educators to meet the challenge of a highly technological and information-rich classroom and workplace.

The RSD recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. The RSD provides a wide range of technological resources, including Internet access, to its staff for the purpose of advancing the educational mission of the RSD. All employees are expected to learn to use the available technological resources that will assist them in the performance of their job responsibilities. The level of access provided coincides with the requirements of the employee's job functions. These resources are provided at the public's expense and maintained by the RSD and therefore, are to be used by members of the school community with respect for the public trust through which they have been provided.

RSD periodically updates technology standards according to District Policies. Staff members who agree to abide by these defined standards will have access to appropriate, available resources, with guidance and support provided by the Technology Services Department.

District Policy 4040 has established ethical standards for the use of technology and technological resources in our schools. This policy applies to all RSD staff, whether or not they come into direct contact with students, and covers all technology in use while acting in such

capacity. This Acceptable Use Policy provides direction regarding the appropriate and inappropriate use of technology:

- during the performance of duties;
- while on a RSD location; and/or
- while using RSD equipment.

In general, policy requires efficient, ethical and legal utilization of the RSD's human and material resources. This Acceptable Use Policy does not attempt to articulate all required or prohibited behavior by users. Additional guidance and support is provided by the Technology Services Department. Successful operation of such resources requires that all users conduct themselves in a responsible, confidential, ethical, decent, and polite manner, consistent with professional standards and the RSD Mission and Goals.

This document provides direction to RSD employees regarding electronic communications, such as electronic mail, social networking, and publishing web pages on the Internet through the RSD or other Web Servers. Considerations reflected in this document are:

1. Protecting the welfare of children.
2. Protecting every individual's right to privacy.
3. Protecting intellectual and property rights.
4. Respecting the rights of children's parents/guardians.
5. Assuring web resources are used to promote the RSD's educational goals.
6. Assuring web resources are organized, well-designed, and easy to navigate.

Unacceptable behaviors include but are not limited to: creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright, including software, published texts, and student work; transmission of political and/or religious material; transmission of commercial and/or advertising material; and creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

RSD employees must follow RSD protocols when using RSD technological resources. Modification of such resources must be accomplished with guidance and support provided by the Technology Services Department. For instance, a RSD employee may not download any software or electronic files without implementing virus protection measures that have been approved by the Technology Services Department. An employee may not intentionally interfere with the normal operation of the network, including the propagation of computer viruses and unsanctioned high-volume network traffic that substantially hinders others in their use of the network. This includes causing congestion or disruption of the RSD Network through inappropriate downloads of large files, streaming audio/video, or other such activities. A RSD employee may not examine, change, or use another person's files, output, records, or user

name for which they do not have explicit authorization. A RSD employee may not perform any other inappropriate uses identified by the network administrator.

RSD employees, during the performance of duties, must obey all applicable laws and must follow rules of professional conduct. The RSD is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students regarding Education Records. The RSD is committed to meeting the provisions established in the Health Insurance Portability and Accountability Act (HIPAA), which protects the rights of students and employees regarding Protected Health Information. When technology resources are used to transmit confidential information about students, employees, and/or RSD business, all appropriate safeguards must be used.

The RSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, the RSD uses appropriate filtering technology to limit access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors.

A RSD employee, acting in an individual capacity and outside the scope of employment, may, during non-working time, express views and opinions that do not necessarily state or reflect those of the RSD. Any such expression shall neither state nor imply that it is made on behalf of the RSD. A RSD employee shall not communicate information otherwise prohibited by RSD policy or procedures using technological resources.

A RSD employee does not have an expectation of privacy in workplace electronic communications. Computer files and communications over electronic networks, including e-mail, voice mail and Internet access, are not private. To ensure proper use, the Superintendent/designee may monitor the RSD's technological resources, including e-mail, voice mail systems, and Internet usage, at any time without advance notice or consent. A RSD employee, acting within the scope of employment, should conduct RSD business on RSD sanctioned systems. A RSD employee may not waste time on non-RSD business and the employee's use of RSD equipment is expected to be related to the RSD's goals of educating students and/or conducting RSD business. The RSD recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with RSD business, and is not otherwise prohibited by RSD policy or procedures.

Although the RSD will make a concerted effort to protect staff from adverse consequences resulting from use of RSD technology resources, all users must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities. Users are ultimately responsible for their actions in accessing and using RSD computers and/or mobile devices and the RSD computer network. The RSD accepts no liability relative to information stored and/or retrieved on RSD-owned technology resources. The RSD accepts no liability for employee-owned technology resources used on RSD property.

RSD employees are expected to review, understand, and abide by the policies described in this document and the accompanying procedures provided by the Technology Services Department. The signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign the RSD Acceptable Use Policy annually. RSD supervisors are required to enforce these policies consistently and uniformly. Signed Acceptable Use Policies are kept on file at the RSD Office. Any employee who violates any provision of this Acceptable Use Policy shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action.

Signature: _____ Date: _____

Printed Name: _____