# SCHOOL DISTRICT OF THE CITY OF ERIE

BOARD POLICY

## ADULT USE OF TECHNOLOGY RESOURCES

The purpose of the District's computer networking environment is to facilitate communications in support of research and education by providing access to unique resources and opportunities for collaborative work.  The Board expects that all administration, faculty and staff will learn to use computers, electronic mail, the Internet and other telecommunications devices ("technology resources").  The Board also expects that they, as well as volunteers and any other adults who access the District's technology resources (collectively, "adult users") will use them in appropriate ways for the performance of tasks associated with their positions and assignments and the District's educational objectives, generally.  The Board encourages adult users to make use of technology resources to explore educational topics, conduct research and communicate with others and incorporate best practices with technology for the purposes of improving efficiency and student achievement. .

In accordance with the Children's Internet Protection Act ("CIPA") and the No Child Left Behind Act of 2001, the District will maintain and enforce a technology protection measure with respect to all of its computers having access to technology resources.  Such technology protection measure will block or filter access through technology resources to visual depictions that are obscene or contain pornography.  In addition, adult users may not utilize technology resources for the unauthorized disclosure, use or dissemination of personal confidential information regarding students or other adult users.

It is the policy of the District to maintain an environment that promotes ethical and responsible conduct by adult users in all uses of its technology resources. Toward this end, the Board directs the Superintendent to specify what behavior will be permitted, and what behavior is prohibited, as well as appropriate procedures to guide adult users' use of the District's technology resources, generally. Adult users are expected to communicate in a professional manner consistent with any and all state and federal laws governing the behavior of school employees as well as intellectual property rights.  It shall be a violation of this policy for any adult user to engage in any activity that does not conform to the established purpose, general rules, policies and/or procedures applicable to the use of the District's technology resources.

# SCHOOL DISTRICT OF THE CITY OF ERIE

## POLICY AND PROCEDURES FOR
## ADULT USE OF TECHNOLOGY RESOURCES

The School District of the City of Erie ("District") provides technology resources to members of its administration, faculty, staff, volunteers and other adults ("adult users") in order to facilitate communications in support of research and education. The District anticipates that the use of computers, electronic mail, the Internet and other telecommunications devices ("technology resources") will expedite the sharing of effective practices, lessons and other education-related information across the District and will help adult users to stay on the leading edge of education by forming partnerships with others across the nation and around the world. The School District's technology resources are facilitated by the Information Technology Department ("IT Department"). In furtherance of these goals and objectives, it is the policy of the District to maintain an environment that promotes ethical and responsible conduct in the use of technology resources by adult users. Through this and other policies, it is the intent of the District to comply with the provisions of the Children's Internet Protection Act ("CIPA") and the No Child Left Behind Act of 2001.

## 1.    General Expectations for Adult Use of Technology Resources

The District expects adult users to utilize technology resources in a professional and responsible manner. However, with access to computers and people all over the world, it is inevitable that adult users will encounter material that may not be appropriate for the educational environment. The District will attempt to limit the access to such material by maintaining and enforcing a technology protection measure with respect to all of its computers having access to technology resources.

The technology protection measure will, to the greatest extent possible, block or filter access through technology resources to visual depictions that are obscene, contain pornography or are otherwise inappropriate. Adult users should not send or open communications through computers and/or the network that may be harmful to minors. However, because no technology protection measure is effective completely, adult users should be aware that inappropriate materials could be encountered during legitimate research or communications. If inappropriate material is inadvertently encountered, it must be disengaged from immediately and removed from computers and/or the network. If necessary, technical assistance should be obtained to do so.

Adult users may not utilize technology resources for the unauthorized disclosure, use or dissemination of confidential personally identifiable information regarding students or other employees.

The District views any use of its technology resources to access or transmit sexually inappropriate material as behavior which justifies immediate discharge from employment without regard to any mitigating factors. Consequently, it is the policy of the District that even a single instance of computer or internet use by an employee to intentionally access, view, transmit or otherwise manipulate any sexually explicit, pornographic, or obscene material shall result in discharge from employment. No mitigating factors will be considered.

## 2. Supervision of Students' Use of Technology Resources

Adult users will oversee the use of technology resources by students under their supervision to ensure that students adhere to the District's Computer/Internet Acceptable Use Policy for Students. Consequently, adult users should familiarize themselves with the requirements set forth in that policy.

Notwithstanding the existence of technology protection measures, the breadth of technology resources make it possible that students could access obscene, pornographic or otherwise inappropriate materials. Adult users will monitor student use of technology resources and shall disengage obscene, pornographic or otherwise inappropriate materials immediately and remove them from computer and/or the network. If necessary, technical assistance should be obtained to do so.

## 3. District Supervision of the Use of Technology Resources

The District has a legal obligation to assure that its technology resources are utilized in a manner consistent with its goal of providing a safe and healthy educational environment for its students. This interest applies equally to student use and adult use of technology resources. Therefore, adult users must understand that the District provides no technology resources for the sending and receiving of personal, private or confidential electronic communications. Designated IT department staff shall have access to all electronic communications and may examine messages to ensure compliance with law and this policy. Electronic mail messages may be subject to subpoena or preservation requirements. Messages and/or activities relating to and in support of illegal activities are prohibited and will be reported to the appropriate authorities. The District reserves the right to monitor the use of technology resources. In addition, the District may, in its sole discretion, seize, monitor and/or examine any of its technology resources at any time in order to ensure compliance with law and this policy. No employee should have any expectation of privacy with respect to any use of the District's technology resources.

## 4. Security

Security on any computer or network is a high priority, especially when the network involves many users. If an adult user identifies a security problem on a computer and/or the network, he/she should notify an administrator within the IT

department immediately.  Adult users should not demonstrate the problem to other users.

Adult users may not disclose their password to anyone.  Adult users may not utilize another person's name or password to access the District Network.  An Adult user may not access, modify or destroy another person's data.  Adult users may not attempt to log on to a computer and/or the network as an IT Department Administrator.  Any adult user identified as a security risk or having a history of computer use policy violations with the District's or other computer systems may be denied access to the technology resources.

Adult users may not download or install any commercial software, shareware, or freeware to the District's computers and/or network, unless specifically authorized to do so by a designated Administrator within the IT Department.  District computers may be audited and unauthorized or unlicensed software or software applications will be removed, and access to such software applications may be banned.

Adult users must not open electronic mail or other communication from suspicious or unidentified sources.  In the event that an adult user receives a communication containing a virus or other self-perpetuating program that is potentially harmful or disruptive to computers and/or the network, the adult user should report the incident immediately to an administrator within the IT department.

## 5.  Prohibited Activities

**The use of the District's technology resources is a privilege, not a right.**  Inappropriate use of technology resources, including any violation of this policy, may result in cancellation or restriction of the privilege and, in the case of District employees, disciplinary action.

The following activities are strictly prohibited on the District's computers and/or network:

1. the use of technology resources for commercial or for-profit purposes;

2. the use of technology resources for political campaigning;

3. the unauthorized use of a computer and/or network account by anyone but the owner of the account;

4. the unauthorized acquisition of information on other users, obtaining of copies of data belonging to other users, modification of files of other users, or acquisition and/or use of passwords belonging to other users;

5. the use of technology resources not in the direct furtherance of the District's educational purposes , including the creation, facilitation and/or

perpetuation of "chain letters", mass emails, or similar forms of broadcast email;

6.      the destruction, modification or abuse of computer hardware or software;

7.      using the District network in such a way that would disrupt the use of the network by other users.  Adult users may not create or maliciously distribute computer viruses.  Adult users may not access or attempt to access other computer systems or access files without authorization.

8.      the use of profanity or inappropriate language in electronic mail or other network communication;

9.      the downloading or uploading of pirated or illegal software in violation of copyright law and/or the reproduction of copyrighted material without the express permission of the author/copyright owner;

10.     the use of technology resources to intentionally access, view, transmit or otherwise manipulate or process any sexually explicit, pornographic, suggestive or obscene material, inappropriate text files, or files dangerous to the integrity of a computer and/or the network;

11.     the unauthorized disclosure, use, or dissemination of personal or confidential information of students and/or other employees;

12.     the use of technology resources by an adult user to give the false impression that he/she represents the District in a given capacity;

13.     the transmission of any material in violation of federal or state law.


**6.      Bring Your Own Device (BYOD)**

Adult users are permitted to bring their personal devices onto the District's network.  Personal devices are permitted only on the district's content-filtered wireless "SDCE" network.  The SDCE network is for District users and a user must enter their District login credentials to access the SDCE network.  Using any means to bypass the district's filter is strictly prohibited.  The same School District of the City of Erie, policy and procedures for adult use of technology resources apply to the use of personal devices.

**7.** **District Disclaimers of Liability**

When utilizing technology resources, there is always the risk of a system failure, which could result in loss of data, interruption of service, etc. The District disclaims any responsibility for losses incurred as a result of system failure and adult users are advised to make a personal back-up of material contained/saved on the District's technology resources.

The District cannot ensure the reliability or accuracy of information maintained on or accessed through the District's technology resources. The District disclaims responsibility for losses incurred as a result of reliance on unreliable or inaccurate information.

The District disclaims responsibility for any misuse or unauthorized use of its technology resources by adult users and disclaims responsibility for any harm caused to the adult users, to other persons or to organizations through misuse or unauthorized use of the District's technology resources as set forth in this policy.

Due to the nature of the vast amount of information and material available on the Internet, it is impossible for the District to completely restrict access to all controversial materials. Accordingly, the District is not responsible for materials acquired or viewed by adult users through the District's technology resources.

The District is not responsible for personal devices used on the District's campus or network.

# 509209.v2