

## 7. HUMAN RESOURCES

### 7.4 Employee Records and Resource Management

#### 7.400 Employee Internet Acceptable Use Policy (Employees/Other Adults)

All Ogden School District board members, employees, contractors and volunteers must sign and adhere to the **Ogden School District Acceptable Use Policy For Employees/Other Adults**. The **Acceptable Use Policy** is intended:

1. To provide a safe and innovative environment for effective teaching and learning through the use of technology.
2. To provide students and staff access to;
  - Online productivity tools including email, collaboration tools, an online office suite, or other online software as a service;
  - Online instructional content and assessment tools;
  - Information, news, articles, and research from world-wide web sites.
  - Devices devoted to activities that support teaching and learning.
3. To monitor and enforce all aspects of the Children's Internet Protection Act [Pub. L. No. 106-554 and Utah State Uniform School Code]. FCC Law

Legal Ref.: Children's Internet Protection Act U.S.C § [47 CFR 54.520](#).

Approved by the Board of Education: May 17, 2018.

#### **PROCEDURE:**

1. Each employee, upon hire, must agree and sign acknowledgement and understanding of the significance for computer and internet use.
2. Each employee will review and accept the terms of the Acceptable Use Policy each year.
3. Community partners and volunteers working in our schools, who are not employees, may not have access to District computer software, programs or staff internet. Guest internet is provided.
4. In the event a violation of the regulations occurs, an investigation will take place and may constitute a criminal offense in addition to corrective action as outlined in the Employee Relations and Corrective Action Manual.

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##### Ogden School District Acceptable Use Policy For Employees/Other Adults

###### Definitions:

- **Internet:** A global or private computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
- **Software:** The programs and other operating information used on a computer.
- **Hardware:** The machines, wiring, and other physical components of a computer or other electronic system.
- **Device:** Physical, electronic hardware used for computing such as a desktop computer, laptop computer, or other computing hardware.
- **Employee:** Any Ogden School District board member, staff member, contractor, or volunteer.
- **Mobile Device:** A portable computing device such as a smartphone or tablet computer.
- **Social Media:** Websites and applications that enable users to create and share content or to participate in social networking.

##### CONDITIONS OF ACCEPTABLE USE

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Ogden School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and a skilled and subversive user may discover controversial information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies on the proper conduct of the end users who must adhere to strict guidelines. The following guidelines are provided so that you are aware of the responsibilities you are about to accept. In general, this requires efficient, ethical and legal utilization of the network, Internet resources, software, and devices. If an Ogden School District user violates any of these provisions, will be subject to corrective disciplinary action. Certain violations of the Acceptable Use Policy could result in termination of employment with the Ogden School District. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

##### TERMS AND CONDITIONS

**Acceptable Use** - The use of your accounts and/or devices must be in support of education and consistent with the educational and ethical objectives of the Ogden School District. Transmission and access of any material in violation of state regulation or US is prohibited.

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This includes, but is not limited to: copyrighted material, threatening, obscene or pornographic material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or personal political lobbying is also prohibited.

**Privileges** - The use of your account(s) and/or devices is a privilege, not a right, and inappropriate use will result in corrective disciplinary action. The Ogden School District will deem what is inappropriate use.

**Digital Citizenship** - You are expected to abide by the following rules of digital citizenship. These include (but are not limited to) the following:

- Be professional in your messages to others. Prohibited, unprofessional conduct includes accessing, sending, creating or posting materials or communications that are
  - Damaging to another person's reputation,
  - Abusive,
  - Obscene,
  - Sexually oriented,
  - Threatening,
  - Demeaning,
  - Harassing, or
  - Illegal
- Ogden School District monitors and may access all accounts and devices. All communications and information contained in user accounts and devices should not be assumed to be private. Activity relating to or in support of illegal activities may be reported to the authorities.

**Monitor Student Use of Technology** - Staff must be aware that students have access to the Internet from all of the school systems' computers. Teachers must use good judgment and closely supervise their students' use of the network, Internet resources, software, and devices. Staff must enforce the Student Acceptable Use Policy while supervising students. If a student is not following the Student Acceptable Use Policy, report the issue to your direct supervisor.

**Websites, Blogs, Social Media, and Other Online Spaces** - Posting to websites, blogs, social media, and other online spaces is encouraged as a way to connect with others professionally, share educational resources, create and curate educational content, and enhance the classroom experience. When participating in personal or professional social media activities, during or outside of contract hours, such activities must not violate other Board policies and procedures or otherwise interfere with the employee's job performance. Engaging in correspondence of a personal nature with students, including letters, phone calls, SMS texts, social media and other online spaces without including parents/guardians in the communication is prohibited. The Board expects all employees to exercise professionalism and good judgment in any social media activities. Furthermore, any social

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media activities must comply with all applicable laws including, but not limited to, anti-discrimination, anti-harassment, copyright, trademark, defamation, privacy, securities, and any other applicable laws and regulations. Any employee wanting to create an official school, department, or classroom website, blog, social media, or other online space, will be required to notify the direct supervisor. Interested employees must contact the school administrator and the communications department in writing and express their reasoning, interest, and any specific details pertaining to the account.

**Provided Services** - Ogden School District makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The Ogden School District will not be responsible for any damages an employee suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, employee errors or omissions, or non-deliveries or service interruptions caused by a network system. Use of information obtained by the network system is at the employee's own risk. Ogden School District specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.

**Security** - Security on any Ogden School District account(s) and/or devices is a high priority. If you feel you can identify a security problem on any Ogden School District account(s) and/or devices, you must notify your building/department supervisor who will notify the IT Security Officer. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the network, Internet resources, software, or devices as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be subject to corrective disciplinary action.

**Vandalism** - Vandalism is defined as any malicious attempt to physically or digitally harm or destroy data and/or equipment of another user or the Ogden School District. This includes, but is not limited to, the uploading or creation of malicious software, defacing digital assets, or damaging hardware.

**Digital Trespassing** - Upon notification of denied access to the network, Internet resources, software, and devices, employees found accessing or attempting to access Ogden School District's digital resources will be subject to appropriate disciplinary or legal action.

**Intellectual Property** - Any work or data created within the scope of your contract is the property of Ogden School District and may not be sold, maliciously altered, or deleted if the employee is under disciplinary action, or has provided notice of resignation or retirement.

**Updating User Information** - The Ogden School District may occasionally require new or updated registration from you to continue use of the network, Internet resources, software, and devices.

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**Exception of Terms and Conditions** - All terms and conditions stated in this document are applicable to the Ogden School District in addition to UETN. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Utah, and the United States of America.

I understand and will abide by the above Terms and Conditions for Internet and network use. The signature(s) at the end of this document is (are) legally binding and indicated the party (parties) who signed has (have) read the-terms and conditions carefully and understand(s) their significance. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

User Signature:

Printed Name:

Date:

Building Site: