

TECHNOLOGY USE BY STAFF

The district encourages the appropriate use of technology-based information resources by staff members. These resources include district-provided computers, software, networks, electronic media and telecommunications tools, such as access to internet resources. Access provided to district networks and electronic information resources is a privilege and not a right and will be given to the staff as is appropriate to the employee's assigned duties and responsibilities.

These technology resources are offered for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the district's educational mission and policies, as well as state and federal laws and regulations. Staff will participate in staff development and training activities in order to keep their skills up to date as is appropriate for the staff members' assignment.

The following guidelines apply when staff members use district computers, software, networks, electronic resources or telecommunication systems.

1. The use of these resources will be consistent with the district's educational mission and policies, as well as state and federal laws and regulations.
2. Use of these resources is a privilege that requires a high level of personal responsibility to act in a considerate and responsible manner.
3. Users will not use the network or other technology resources for commercial purposes or for purposes yielding personal profit or other purposes not consistent with the educational objectives of the district.
- 3.1. Staff members engaged in professional growth and teaching activities may be granted use of district resources to communicate, plan and create materials in conjunction with these activities. Examples include, but are not limited, to teaching or taking professional development and college courses related to their current job function; work with or for a professional education related association or organization; developing of internet-based electronic learning environments or courses for staff or students. Staff members will review the activity with their supervisor and obtain prior permission.
- 3.2. The materials produced, regardless of the format, will be made available to the Superintendent or his/her designee on request. Expenses for duplication of materials will be the responsibility of the employee or the sponsoring organization.
- 3.3. Use of technology resources for district sponsored staff development courses will be granted to both the staff development teachers and the participants.
4. Users will not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
5. Users will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, national origin, religion or disability.
6. Users will not use district technology resources to harass, insult, attack or threaten harm or embarrassment to others.
7. Users will respect the property and privacy of others, including their electronic storage areas. Network accounts will remain private and secured with appropriate passwords. Users will not access or attempt to access another individual's materials, information or files without permission. Users will not engage in the unauthorized use of another's individual password.
8. Users will not seek to gain unauthorized access to information resources or other computing devices or entities.

9. Users will make every effort to protect district equipment from physical and electronic damage. Care will be taken to prevent computer viruses and other destructive programs from damaging district systems or other systems accessed by the user.
10. Users will not vandalize technology equipment. Vandalizing, in this context, is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing or transmitting viruses and other destructive programs.
11. Users will not intentionally waste limited resources, including unauthorized uploading or downloading of material from the internet.
12. Appropriate and respectful language will be used in electronic mail and other electronic communications.
13. Staff members are expected to assist in monitoring student use of the district's technology and network resources.
14. Users will not use the system to communicate, submit, publish or display inaccurate information, rumors, disparaging portrayals or any other information that is known to be false or misleading.
15. Staff users should protect themselves by not revealing personal information such as full name, phone numbers and home addresses to internet sites.
16. Personal network devices may, in some situations, be allowed to connect to the district network and devices. All requests for connecting personally owned devices of any nature to district equipment and networks need the prior approval of the site administrator and the directors of curriculum and technology. The contents of these personal devices may be inspected by district personnel on request and in accordance with this policy.

The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district is not responsible for any damages suffered by employees or by third parties. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The district can not be responsible for the accuracy or quality of information obtained through the internet.

Staff members agree to hold the district harmless from the staff member's violation of copyright laws, software licensing requirements, access of inappropriate materials, violations by the staff member of others' rights to confidentiality, free speech, and privacy and damage to systems accessed by the staff member.

If a staff member gains access to any fee-based telecommunications service, whether accidentally or intentionally, without the express and prior permission of the site administrator, or if a staff member incurs other types of costs, the staff member will be responsible for paying those costs. The individual in whose name a system account is issued is responsible at all times for its proper use and payment of all charges incurred for use of telecommunications and internet based reference services that impose fees or other charges for their use. Transmission of material, information or software in violation of any Board policy or regulation is prohibited. The district reserves the right, as further outlined below, to inspect all files on district owned computers, media and servers and on personal devices that the user has asked to attach to district owned equipment or networks.

Any statement of personal belief found on the computer network or internet or other telecommunications system is implicitly understood to be representative of the author's individual point of view, and not that of the West Des Moines Community School District, its administrators, teachers or staff.

Systems Monitoring

The district unconditionally reserves the right to monitor and examine any and all files on district computers and servers and all network and system activity. Computer systems, storage, or peripherals used within the district boundaries or on district networks may also be reviewed. The district technology directors or their designee may monitor or examine all system activities as deemed appropriate to ensure proper use of technology systems. In addition, the directors or their designee may inspect the contents of electronic mail sent by an employee to an identified address and may disclose the contents to others when required to do so by law or policies of the district, or to investigate complaints regarding electronic mail that is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. The technology directors will determine any inappropriate use of the district systems. Their decision may be appealed to the Superintendent or his/her designee. The directors may suspend, revoke or close an account at any time as a consequence for inappropriate activity or at the request of the staff member's supervisor.

Sanctions

In the event of staff misuse of district telecommunications, electronic or networked information resources, the district may suspend or revoke a system user's privilege of access to the district's computers and network system. The district may take other disciplinary action up to and including termination. Prior to disciplinary action or as soon as practical, the employee's supervisor or his/her designee will inform the staff member of the suspected violation and give the staff member an opportunity to present an explanation. An employee is expected to provide full cooperation associated with any investigation concerning or relating to misuse of the district's technology resources.

After investigation, the district may take disciplinary action against the employee, up to and including termination, or appropriate legal action upon any violation of district policy, administrative regulation, and/or state or federal law. When applicable, law enforcement or other agencies may be involved. The district will cooperate with any investigation conducted by any official or agency concerning or related to misuse of the district's technology resources.

The district reserves the right to charge an employee for physical damages or electronic damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage to these technology resources by the employee.

The district Director of Technology, with the assistance of district administrators, is responsible for disseminating and interpreting district policy and administrative regulations governing the use of the district's systems, establishing storage allocations and restrictions and file retention policies.

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