

CONCORD STAFF ACCEPTABLE USE POLICY

Access to network resources, electronic communications, the Internet, database systems, computers and other information technology (IT) resources is essential to the mission of the Concord Public and Concord-Carlisle Regional School Districts (CPS/CCRSD). The purpose of these resources is primarily to develop quality educational materials in the pursuit of excellence in teaching and learning and to efficiently manage the day to day operations of the CPS/CCRSD.

The CPS/CCRSD IT shall be used in a manner consistent with the educational mission as well as providing citizens with better and more efficient services. The user shall show respect of the shared resource, software, intellectual property rights, ownership of information and system security. Professional behavior and means of communication are expected. Use contrary to this policy or rules is unacceptable and prohibited. All home use of CPS/CCRSD computers and email accounts must adhere to these terms and conditions of acceptable use.

The Acceptable Use Policy and the accompanying rules are intended to prevent illegal and/or improper use or abuse of the schools' IT resources. Use of any of the schools' IT resources by any user shall constitute acceptance of the terms of this policy and of any further amendments.

Privacy: Employees should have no expectation or guarantee of privacy when using the schools' IT resources whether their use takes place during or outside working hours. All actions including, but not limited to, information stored, accessed, viewed or written are logged and accessible by the Administration. The CPS/CCRSD has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the district.

All actions performed by employees in regards to the schools' IT resources are legally discoverable and could be subpoenaed by a court of law.

Data Confidentiality: Some employees, as part of their jobs, have access to confidential information such as personal data about identifiable individuals. Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure personally identifiable information remains confidential. Employees are strictly prohibited from acquiring access to and/or disseminating such confidential information unless access to and/or dissemination is authorized and required by their jobs.

Resources, such as websites, blogs, wikis, assessments, etc., used or created as part of an employee's responsibilities with the CPS/CCRSD should be pre-approved and accessible by the appropriate administrator (Department Head, Director, Principal, or other District Administrator) and pre-approved by the Director of IT for continuity, safety, and liability. Resources provided by the CPS/CCRSD are always preferred to external options unless none are available.

Email and the Public Records Law: Email messages concerning official school business are generally considered public record information that is subject to disclosure under the Massachusetts Public Records Law. (M.G.L. Chapter. 66 Section 10: M.G.L., Chapter 4, Section 7(26))

Documents prepared in anticipation of litigation or to reply to a Freedom of Information Act (FOIA) should not be disclosed without prior approval from the Superintendent.

Etiquette: Use of all communications (electronic or written) reflect upon the Towns of Concord (and Carlisle, in the case of CCRSD), and CPS/CCRSD. Employees should communicate in a professional manner with appropriate vocabulary and proper spelling and grammar. Modeling for students is expected of all staff in and outside of the classroom. Be mindful of your digital footprint, including the use of social media (Facebook, My Space, etc.) Anyone may conduct their own search of you. Such searches may result in the discovery of personal content that involves work, fellow staff, and/or students.

Supervisors may, in their discretion, require that work-related email messages be approved as to form and content prior to dissemination.

Prohibited Uses: Each employee is responsible for his/her actions involving information technology and his/her computer files, passwords and accounts. Examples of prohibited use of school IT include, but are not limited to, the following:

1. Any use that violates any federal, state or local law or regulation, including copyright laws, or violates a School Committee policy;
2. Any use to harass, discriminate, threaten, defame, demean or intimidate;
3. Any use that involves material or language that is profane, obscene, fraudulent, offensive, sexually explicit or sexually suggestive, or vulgar;
4. Any use for private financial gain, advertising, or solicitation purposes;
5. Conducting private business;
6. Fundraising for any non-school sponsored purpose, whether non-profit or for-profit;
7. Downloading, using or copying software in violation of a license agreement or copyright;
8. Infringing on intellectual property rights;
9. Connecting any device not owned and managed by the CPS/CCRSD to the internal school network (other than the "Open" wireless access to the Internet);
10. Obtaining confidential information about students and/or their families for non-school related activities or sharing confidential information about students or employees for non-school related activities;
11. Wasteful use of the schools' IT resources by, among other things, sending mass mailings or chain letters, excessive printing, spending excessive amounts of time on the Internet, or otherwise creating unnecessary network traffic. For the purposes of this section "excessive amounts of time" is time that interferes with the employee's official duties and responsibilities;
12. Revealing one's password to anyone else, using another's password, or pretending to be someone else when sending information over the school network;
13. Forgery or attempted forgery;
14. Gaining or attempting to gain unauthorized access to any computer or network;
15. Any misuse or disruption of school IT, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school IT;

16. Any communication that represents personal views as those of the schools or that could be misinterpreted as such;
17. Any communication that violates generally accepted rules of electronic mail or computer etiquette and/or professional conduct;
18. Posting pictures, audio, or video of school personnel, students, or school related activities to the Internet without the permission of administration, faculty, and the parents of all students involved; and
19. Failure to report a breach of school IT security to the Director of Information Technology;
20. Using District email or other resources for union business;
21. Any other misuse identified by District administration.

Employees who need further clarification or have a question should seek guidance from their building principal and/or the Director of Information Technology.

This policy is not all inclusive. CPS/CCRSD reserves the right to notify an employee of any other impermissible action regarding the use of the computer or Internet. Due to the rapid evolution of technology this policy will need periodic review.

Responsibility for Laptops/Mobile Devices Issued to Faculty and Staff: An employee who has been issued a laptop or other mobile device is responsible for the equipment at all times in school and outside of school. There should be no expectation that stolen or damaged equipment will be replaced with similar equipment.

Responsibility for Unauthorized Charges, Costs or Illegal Uses: CPS/CCRSD assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card purchases, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.

Disclaimer on Liability: CPS/CCRSD assumes no responsibility for any loss or corruption of data resulting from the use of the schools' IT resources.

Violation of the Policy: Violation of any portion of this policy may result in disciplinary and/or legal action, and/or including possible suspension or dismissal.

I hereby agree to the District's Acceptable Use Policy:

I hereby agree to the District's Acceptable Use Policy:

Signature

Date