

**GARRETSON SCHOOL DISTRICT 49-4
NETWORK ACCEPTABLE USE POLICY (STAFF)**

Staff members are responsible for using the school district's network in ways that promote twenty first century skills and is compliant with appropriate laws including: The SD Professional Code of Ethics for Teachers and Administrators, FERPA, CIPA, HIPPA, and Copyright laws.

Staff members are expected to:

- Teach classroom expectations, norms, and procedures that reflect the requirements of CIPA, HIPPA, FERPA, as well as ethical use of technology in general;
- Experiment with technology to learn how to effectively use it to enhance student learning;
- Model appropriate use of technology for students and help students to understand the role of technology in today's world;
- Use technology as a tool to tap into resources that go well beyond our school curriculum;
- Use technology to individualize student learning to the fullest extent that is feasible;
- Use technology to build opportunities for research, analysis, and synthesis of information, collaboration with others (internally and externally), and the creation of unique products that demonstrate what the student knows and is able to do.

The staff member will be prohibited from:

- Violating FERPA requirements, CIPA, HIPPA, SD Code of Professional Ethics for Teachers, SD Code of Professional Ethics for Administrators, or copyright laws;
- Sharing confidential information on students or employees inappropriately;
- Allowing students unsupervised access to the network while logged on as a staff member;
- Reading, sending, or printing personal or nonessential emails when students are present in the classroom;
- Sending, transmitting, uploading, downloading, receiving, storing, or viewing threatening, harassing, profane, offensive, pornographic, obscene, or sexually explicit materials;
- Engaging in practices that threaten the network;
- Employing the network for commercial purposes or personal financial gain;
- Bypassing the Internet filter to gain access to blocked websites;
- Allowing other individuals to use their username and password to access network resources;
- Using tools or programs capable of disrupting the network;
- Vandalizing equipment or attempting malicious harm to destroy data.

The staff member's Internet use can be tracked and may be monitored. Files on any of the Garretson School computers, devices, or data servers are not private and may be inspected by the administration at any time.

MISCONDUCT:

The network administrator is responsible for reporting inappropriate behavior to the superintendent or other school administrator. Depending on the severity of the offense, appropriate consequences for a violation may include, but is not limited to, a verbal warning, written reprimand, suspension, report filed with law enforcement, or dismissal.

STAFF NETWORK USER AGREEMENT

Staff in our school are expected to use district hardware, network, and online resources within the boundaries of this document and applicable laws. A signature indicates that the staff member understands the acceptable use policy and agrees to use computers, mobile devices, servers, and network in compliance with the policy.

As a user of the Garretson School District computer network, I have read and hereby agree to comply with the Garretson School District Network Acceptable Use Policy.

Staff Member Name (please print): _____

Staff Member Signature: _____

Date: _____

This form must be completed and returned to the business office before network access will be granted.