

Coventry Local Schools STAFF ACCEPTABLE USE POLICY

Coventry Local Schools and the Board of Education along with local agreements with OAPSE and CEA support school instruction through the use of educational and administrative computers, school---licensed software and other media, as well as networks and servers. Coventry Local Schools is pleased to offer students and staff access to a computer network for electronic mail and the **Internet**. To gain access to email and the **Internet**, all staff must read and sign the Board approved staff **acceptable** use policy.

Every staff member is responsible for appropriate behavior on the school's computer network just as they are in any professional setting within the District. The District has established guidelines for behavior and communication that apply to the use of technology. It is expected that users will comply with District standards and the specific rules and consequences set forth below in the District's **Acceptable** Use Policy. The use of the computers, network, and the **Internet** is a privilege, not a right, and may be revoked if abused. The following actions are considered unacceptable and may result in the termination of **Internet** access, the general use of technology, and/or other subsequent consequences.

Inappropriate and unacceptable actions:

- ❖❖ Wasting resources such as paper, ink, toner or disk space.
- ❖❖ Promoting or ignoring the misuse of the technology by other staff and/or students.
- ❖❖ Transmitting, downloading or intentionally viewing offensive pictures, documents or messages; anything harassing, attacking, or insulting to others.
- ❖❖ Violating copyright laws.
- ❖❖ Access to another's staff member's folders, work, or files without consent.
- ❖❖ Unauthorized or illegal installation, distribution, reproduction, or use of copying software and/or data on school technology/equipment.
- ❖❖ Any purposeful destruction of equipment by any means.
- ❖❖ Allow student access to your file or account.
- ❖❖ Accessing district information or programs not intended for your use.
- ❖❖ Destruction, modification, hacking or abuse of network, hardware, software systems or intentionally distributing viruses or participating in social networking activities.
- ❖❖ Attempting to/or bypassing the filter (proxy servers), etc.
- ❖❖ Streaming media content may be used for educational purposes only.
- ❖❖ Use District technology or network services for personal, entertainment, political, or commercial purposes.
- ❖❖ Personal shopping, buying or selling items, soliciting or advertizing the sale of any goods or services, or engaging in or supporting any kind of business or other profit making activity.
- ❖❖ District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
- ❖❖ District staff is prohibited from providing personal social networking website passwords to students.
- ❖❖ Communication between District staff and students via the Internet, personal e---mail accounts, personal social networking websites and other modes of virtual technology is prohibited unless used for educational purposes or extra---curricular activity, written parent consent regarding teacher/faculty/staff communication is given, and the parent is receiving a copy of all communication, at the same time.
- ❖❖ Access of personal social networking websites during school hours is prohibited, unless documented authorization by District Administration.
- ❖❖ Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, co---curricular or extracurricular purposes.
- ❖❖ The district is not responsible for any loss or deletion of data.

Guidelines for Posting of Materials to the District Web Site

- ❖❖ All materials must meet the provisions of the federal Children's Internet Protection Act (CIPA).
- ❖❖ All materials shall be in compliance with Board of Education policies, bylaws, operating procedures, Federal and State of Ohio statutes that the Board operates under.
- ❖❖ Control of the posting of materials and editing of pages will remain with the Superintendent and/or his or her appointee(s).

Scope of Coverage:

Policies, guidelines and rules described in this guide refer to all computing devices (including but not limited to computers, handhelds or PDA's, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.), technology infrastructure, associated peripheral devices and/or software:

- ❖❖ Owned by, leased by and/or on loan to The Coventry Local School District.
- ❖❖ Owned by, leased by and/or on loan to NEOnet, the Information Technology Center (ITC), which provides Coventry Local Schools with Internet connectivity and software services.
- ❖❖ Owned by, leased by and/or on loan to any third party engaged in providing services for Coventry Local Schools.
- ❖❖ Any computing or telecommunication devices owned by, in the possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

I, _____, accept and agree to abide by all terms and conditions as stated in this document. I realize that the use of the **Internet** and the technology made available to me is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking of accounts or privileges, disciplinary actions, and/or legal action.

Signed: _____ Date _____

Due to the rapidly changing nature of technology, updates to this policy will be posted on the official site of the Coventry Local School District and these updates will supersede or amend the rules as stated with any printed document.