

TECHNOLOGY ACCEPTABLE USE POLICY FOR EMPLOYEES

The Unified School District No. 232 believes that the use of technology is an integral part of learning and contributes to the overall value of learning for the individual and group. The computers, network and technology equipment are provided by USD 232 for educational and professional use. As such, all staff members are expected to adhere to the following rules, policies and procedures:

General

- Provide appropriate supervision to students to ensure compliance with the student AUP and the Bring Your Own Device Policy
- Utilize only District provided and monitored technology systems and software to communicate with students unless specifically approved in advance by administration.
- Use District technology for educational, administrative, or job related duties with only limited exception for occasional and sporadic personal use.
- Abide by the Board policies, including bullying and harassment as applicable to the use of District technology.

Privacy

- Staff should have no expectation of privacy regarding their use of District technology.
- Activity and content on all District provided computing devices and network systems are subject to monitoring and inspection at any time and for any reason.

Security

- Usernames and passwords must remain private.
- Refrain from intentionally accessing material through, or with, technology that has been disallowed (prohibited / blocked) by the District.
- Refrain from attempting to damage, disable, or hinder the performance of any District technology system, device, software, or network.
- Refrain from attempting to use any District technology to damage, disable, or hinder the performance of any (inside or outside of the District) computer, device, software or network.
- Refrain from attempting to access any system, file, directory, user account, or network to which you have not been granted access.

Content/Software

- Comply with all copyright, trademark and license restrictions.
- District provided technology will not be used for commercial or political lobbying purposes.
- Personal use of technology, including utilization of one's personal devices, cannot interfere with the performance of the District technology or individual job duties.

System Management

- Report any damage or technology related problem to their building technician via District procedures.
- Notify their building technician if a security problem on any District equipment/network has been identified.
- Locally saved documents may be deleted by technology in the process of repairing or updating computers and software.
- Attempting to install software, files, or drivers is prohibited.
- District procedures must be followed for ALL technology related requests including all software installations.

Possible Consequences for AUP Violations

- Restricted from use of District technology.
- Disciplinary action up to and including non-renewal or termination.
- The District may notify law enforcement agencies of any violation of statute.

Acknowledgement of Staff Acceptable Use Policy

Employee's Printed Name

Work Assignment

Building

Home Street Address

City

Zip

Employee's Signature

Date