



SALEM PUBLIC SCHOOLS STAFF ACCEPTABLE USE POLICY

The Salem Public School District provides technology to support teaching, enhance learning, and improve productivity. This policy is intended to delineate the roles and responsibilities of all technology users in the school district. All Salem Public Schools employees are required to comply with the provisions herein.

The use of Salem Public School District technology is a privilege, not a right. Staff must supervise student use of technology at all times. Staff is responsible for their conduct when using Salem Public Schools technology.

Definitions

As defined in this policy, the term technology includes, but is not limited to: all computers; printers, scanners, peripheral equipment; networks; Internet resources, including production of Web content, all forms of Web-based synchronous and asynchronous communication including electronic mail, and file transfer protocol; multimedia, video, laser, cable, TV, telephone, and fax equipment; language lab equipment; all software and files, including all user files generated from the use of the resources listed herein; as well as the supplies used to maintain technology.

The term "staff" includes teachers, paraprofessionals, administrators, permanent substitutes and any adult responsible for supervising students. The term "user" includes staff members and anyone who makes use of Salem Public School's technology. Substitutes hired on a per diem basis are not eligible for Internet use privileges.

Technology Use

All users must sign and return an Acceptable Use Policy Statement before being allowed to use any of the district's technology. The Acceptable Use Statement will stay in effect as long as the staff member is employed in the Salem School District. When a staff person moves from one school or department to another within the Salem School district, the Acceptable Use Statement must be signed and submitted again.

Users are not allowed to utilize Salem Public Schools technology if a signed Acceptable Use Policy Statement has not been submitted to their school. Users may not login under a generic or shared password.

Internet Use

The Internet contains a rich collection of educational resources which can enrich and extend instruction. Because it is an unregulated, worldwide medium that is always growing and changing, it is the responsibility of Salem Public School employees to ensure that students can make use of this resource safely and responsibly.

Salem Public Schools uses an Internet content filter that is compliant with the Child Internet Protection Act (CIPA), in that it blocks material that is obscene, pornographic, and in any way harmful to minors. All use of the Internet is monitored.

Beyond this, each technology user must take responsibility for his/her actions online. Any attempt to

- visit inappropriate web content
- download inappropriate files with or to Salem Public Schools equipment
- upload files to any site not approved by the Salem Public Schools,
- communicate with anyone in an inappropriate, harassing or threatening manner, or
- upload information such as pictures and personal information of any staff or student

will result in immediate revocation of computer privileges as well as possible disciplinary and/or legal action. Internet filters are not a substitute for staff diligently monitoring students' computer and Internet use. Students must be appropriately monitored at all times to ensure that they are visiting acceptable sites and complying with the Acceptable Use Policy and all school rules. Staff is responsible for ensuring student use of web sites is age appropriate and enhances the Salem Public Schools educational curriculum.

Technology Code of Ethics

1. Respect the school's property. All technology is the property of the Salem Public School district. Desktop technology is not assigned to personnel, but rather to specific physical room locations. No one is to intentionally move, damage or tamper with desktop technology. Desktop and laptop technology can only be moved or reassigned by the Department of Information Systems. Laptops are covered by the Laptop Receipt and Use Agreement.
2. Use technology for school-related, educational activities only. This includes but is not limited to the use of the Internet, electronic mail, local and wide area networks, and other digital resources. Commercial activity of any kind including but not limited to sales or promotions of products or services, unauthorized solicitations on behalf of charities, persons or organizations, political lobbying and/or illegal activities is strictly prohibited. E-mail sent to all staff requires appropriate administrative approval.
3. Be courteous and use appropriate language. Do not harass, threaten or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, or use profanity or obscene, explicit or offensive material.
4. Protect your privacy and safety by not disclosing personal information such as your telephone number, address, location or passwords. Use only the passwords assigned to you. You are not allowed to use anyone else's password or allow others to use your passwords to access Salem Public School's technology.
5. Recognize and respect the intellectual property of others, including work and online materials.
6. Adhere to Federal copyright laws and publishers' licensing agreements.
7. All software will be installed by the Department of Information Systems and licensed to the Salem Public Schools for use on district technology.
8. Respect the integrity of the Salem Public School's networks. Only enter systems for which you are authorized. Do not attempt to circumvent or subvert system security. Do not tamper with, alter or cause disruption of networks.
9. Report user misconduct, suspected viruses and technical problems immediately so that action can be taken to minimize possible damage to technology.
10. Use technology responsibly. Consider the needs of others when using shared or networked computers, printers, or other technological resources. Conserve resources including but not limited to electricity, file storage space, bandwidth, toner, and paper. Do not damage or alter hardware, software, electronic systems or networks.

Violation of the Technology Code of Ethics

Any violation of the Technology Code of Ethics may result in loss of access to technology, disciplinary and/or legal action, including any resulting financial liability.

Areas of Responsibility

School administrators are responsible for implementing the Technology Code of Ethics in their building/department.

School staffs are responsible for informing students and their parents of the Technology Code of Ethics through the distribution of the school handbook. It is the responsibility of staff members to enforce this Acceptable Use Policy. Students in their charge who have not returned the appropriately signed Acceptable Use Statement included in each school's Student Handbook will not use Salem Public Schools technology.

School staffs are responsible for providing guidance and monitoring student use. All technology users are responsible for reviewing and abiding by the Technology Code of Ethics.

Authorized Salem Public School personnel may review files and communications to maintain system integrity. All users should assume that digital and electronic communications and storage are not private, permanent, nor necessarily secure

Salem Public Schools is not responsible for any unauthorized access or damages resulting from the loss of data, delays, service interruptions, or the accuracy or quality of information obtained through its electronic resources.

Salem Public Schools is responsible for remaining in compliance with State and Federal telecommunication laws and regulations.

Salem Public Schools is not responsible for staff use of technology resources outside of school. Staff may be disciplined for any technology use whatsoever that would materially and substantially interfere with the operation of the Salem Public Schools or that negatively impacts the ability or fitness of any staff person to effectively serve the school.

Through compliance with this Acceptable Use Policy, all employees can utilize technology to safely and responsibly achieve the instructional goals of the Salem Public Schools.

Electronic Mail (e-mail)

The Salem Public Schools recognizes electronic mail (e-mail) as an effective way to facilitate communication among staff members and with the larger community. Electronic mail can assist in effectively completing both administrative and instructional tasks.

All Salem Public School staff members must be aware that e-mail is not a secure form of communication. The information system and the information placed or stored on the district's e-mail system are school department property. The school's e-mail system routinely records and stores messages sent or received on the network, even when the message is "deleted" by the individual user. All e-mail and internet use is subject to review by the school department from time to time, or at any time at management's discretion.

Messages sent, received or stored on the school's e-mail system are not private. Any e-mail can become a public document and all users must make every effort to use it appropriately. E-mail sent to all staff requires appropriate administrative approval.

Only send e-mails whose content can be displayed publicly. If not, consider rephrasing or using an alternative means of communication. E-mail should be used for educational purposes.

E-mail also has enormous potential for misuse and can increase the risk of litigation. All staff members must be alert to the legal risks posed by this form of technology. All staff members are

expected to use e-mail in a responsible, effective and lawful manner. E-mail should be checked periodically at a time during the day when teaching is not impacted.

E-mail between Salem Public School students and staff is discouraged. Staff members should not initiate e-mail with students. Any necessary e-mail exchange with students should be professional in tone, short and to the point. Social interaction between staff and students is not an appropriate use of e-mail.

E-mail can be used to communicate with parents. However, ***confidential information about a student must never be transmitted via e-mail***. Such information should be communicated with a telephone call or during parent-teacher conference. Parent-teacher communication via e-mail is not secure and, as any other e-mail, can become a public record.

Although by its nature e-mail is less formal in style than other forms of written communication, responsible conduct still applies. All Salem Public School employees are to refrain from the following activities, and realize that they can be disciplined and held legally liable for misconduct including but not limited to:

- Sending or forwarding e-mails containing libelous, defamatory, offensive, racist or obscene content. Staff receiving such e-mail should report it promptly to a building administrator.
- Transmitting confidential or student record information.
- Violating copyright laws by forwarding or copying messages or attachments without proper permission.
- Intentionally sending an attachment that contains a virus.
- Sending or forwarding unsolicited e-mail messages such as “chain” letters, junk mail, daily jokes, or messages from mailing lists.
- Forging or attempting to forge e-mail messages.
- Attempting to disguise your identity when sending e-mail, including using another person’s e-mail account.

**Salem Public Schools
Staff Handbook
Acceptable Use Statement**

I have read, understand, and agree to comply with the Salem Public School’s Acceptable Use Policy. I realize that conduct which violates this policy may lead to penalties including loss of computer privileges, disciplinary action, and/or legal action. I release the Salem School District from any liability or damages which may result from the use of its computers, software, and networks. I further understand that there is a potential for access to information on the Internet that is inappropriate for Salem Public School staff.

Signature: _____ Date: _____