Acceptable Use Policy
Galion City School District
(Employees)

To access and use District Technology and Information Resources, including a school-assigned email, the Internet and other district provided accounts, staff members must sign and return this form.

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of technology resources by employees of the Galion City School District. It covers all computer and technology resources owned, leased, operated, or contracted by the school district as well as personal communication devices (PCDs). This includes, but is not limited to Email, Internet usage, software, online programs, and equipment such as computer, laptop and/or iPad for work-related purposes consistent with the mission of the Galion City School District. Unauthorized or inappropriate use of the aforementioned may result in loss of this privilege and/or other disciplinary action.

Access to all computer resources is a privilege granted to employees. All technology resources and communications transmitted by, received from, or stored in computer systems and/or on our network belong to the school district, and shall not be considered confidential and/or the property of the employee.

 A. Network
The District's network is referred to as "GCSwifi." Employees will use GCSwifi for work-related purposes. Employees must not use GCSwifi, electronic mail, and the Internet, for product advertisement, for commercial purposes, or for political purposes.

In addition, the district provides a guest network for access to the Internet on personal devices. The guest network is CIPA-compliant, non-secured for use by staff, students, parents, and other visitors while on school property. Any non-Board-approved communication devices or non-authorized users must be pre-approved by the District Technology Director.

B. Access Issues
The school District reserves the right to monitor, access, inspect, intercept, and take appropriate action with respect to all technology resources and communications. Common example of when the District may need to access computers, software or stored communications include: investigation of suspected misuse of the computer or Internet; conducting system repairs; or any other legitimate purpose in accordance with school policy or Federal, State, or local law. Employees cannot access or retrieve stored communications unless authorized to do so by the District Technology Director.

Based on reasonable suspicion the school district also reserves the right to search and seize any computer resources used by employees, whether school or personal property, such as computers, laptops, cell phones, iPads, flash drives, Email, Internet materials, etc. The search will be conducted at the discretion of the District, and the Systems Coordinator and/or Director will be involved in all searches.

C. Guidelines for Using Technology Resources

1. All Galion City School Board Policies apply to the use of technology resources including use of personal communication devices. PCDs include all web-enabled devices such as computers, tablets/iPads, electronic readers and cell phones. Policies related to PCDs, Public Records, Personal Identifiable Information, Privacy Issues, Conclusion of Employment, and Disciplinary Action as well as all other Board Policies are viewable at
http://www.galionschools.org/district/board-of-education/bylaws-and-polices

2. Employees are prohibited from engaging in any conduct and/or behavior that constitutes any form of harassment, including sexual harassment, through the use of computer resources and/or communication systems. This includes sending harassing or libelous electronic email, files, images, or computer messages to other users over the District's network. It also includes sending, accessing and/or displaying harassing jokes, cartoons, inappropriate website addresses or material of a similar nature. If an employee receives offensive or harassing material from others on the District network, the employee shall immediately notify the Building Administrator and/or the District Technology Director.

3. Employees must not use computer resources or any electronic device to access confidential school or employee resources, including payroll and financial records, whether in paper or electronic format, **except as it necessary to perform the duties of the employee's position.** Employees granted access to confidential records have the important responsibility of maintaining the confidentiality of information and may be disciplined for sharing or releasing information to others without authorization.

4. Employees are specifically prohibited from using the Internet and other school computer resources to download, access, or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, employees are prohibited from downloading or installing any software, utility, or application to any school device. The use of profanity, obscenity, or other language that may be offensive to other users is strictly forbidden.

5. Employees are prohibited from accessing and utilizing chat rooms, discussion boards, instant messaging type services, etc. for non-educational purposes.

6. Employees must not view and/or use another user's network account, computer files, programs or data without prior written authorized permission of the school district.

7. Employees are prohibited from negligently and/or intentionally damaging, destroying or altering school computer resources in any unauthorized or illegal manner (i.e., computer hacking, uploading/creating viruses, etc.). Any malicious attempt to modify or destroy electronic data contained in the District's network is specifically prohibited.

8. Web sites or Social Media Site using the name "Galion City Schools" or referring to the school district in any way may only be developed and maintained by authorized personnel using the guidelines as provided by the District Technology Director. The District reserves the right to monitor and remove links to these sites that are contrary to the District's best interest. All content created using District Technology Resources including information stored on the network becomes property of the Galion City School district.

Any web page created without authorization from the District shall contain the following disclaimer: *This is not an official website of the Galion City Schools. The views and opinions expressed herein are solely those of the creators of this site. The Galion City School district does not control or guarantee the relevance, timeliness, or accuracy of the information on this site.*

9. With the creation of our Galion City Schools webpage and social media sites, there may be occasions when student pictures may be used, such as for recognizing academic or athletic accomplishments. Individual names will not be associated with any student picture. Staff members are responsible for checking with the school office to verify that students' photos are permitted to be posted online.

10. The District Technology Director must approve all technology purchases including but not limited to the following: hardware, software, online programs, scanners, digital cameras, printers, peripherals, etc.

11. Grant opportunities involving the acquisition of computer hardware, software, or network ability shall be communicated and coordinated before the grant submission process is complete through the District Technology Director to ensure capability.

12. The District Technology Director must approve any technology equipment donated to the district.

13. Technology equipment can be checked-out for short-term work-related usage based on availability through the District Technology Director (ie. digital camera, projection unit, laptop, computer, etc.). However, technology equipment is not allowed to be taken by employees for long-term periods of time unless approved by the District Technology Director. Laptop computers/mobile devices may be checked out for up to one (1) school year. Other technology equipment may be used off District property by students or staff members and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities and only with consent of the District Technology Director. Removal of Board-owned equipment from District property for personal use is prohibited by staff or students.

14. Mac users and PC users outside of Accounting, Transportation, and Food Service are responsible for performing regular backups of their computer files/data to a source of their choosing (ie: Google Drive or an external drive).

15. Employees may not use computer resources to conduct illegal activity that would violate State, Federal, or local law.

C. Internet and Electronic Mail
The Internet and Email are to be used by employees for legitimate, work-related purposes. Sending and/or forwarding electronic mail "chain-letters" does not constitute legitimate use of the computer resources. The willful wasting of computing and networking facilities resources is inappropriate use. Wastefulness includes, but is not limited to, forwarding of chain letters, generation of large volumes of unnecessary or non-work/educational related printed output or disk space, or creation of heavy network traffic such as streaming radio or video for non-educational purposes.

Electronic mail is not confidential and privileged. Electronic mail that is sent and/or received via the GCSwifi or other District provided network, is considered property of the District.

D. Security
Computer Security is a high priority for the Galion City School District. If an employee identifies a security problem on the Internet or other computer resources, the employee must notify the Building Administrator and the District Technology Director.

The Galion City School District will not be liable for lost or damaged data stored on the computer resources by employees, nor for security violations committed by employees.

Employees must keep their accounts and password information confidential and shall not share it with others. Employees are prohibited from using another individual's account and/or password. Employees are also prohibited from using any password procedure other than those provided by the District. Finally, employees must not log onto the GCSwifi as the system administrator.

Teachers or other staff members who are issued an iPad or laptop should not allow a student to "borrow" or use their assigned iPad.

The Galion City School District is concerned about the safety and welfare of our students, staff, parents and community. The school district uses 24 hour video surveillance cameras to monitor the activities of individuals on school property. The cameras record visual images. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings.

E. Software
Computer software is protected by Federal copyright laws. Employees are prohibited from engaging in unauthorized duplication, distribution or alteration of any licensed software. Employees must abide by all software licensing agreements and may not illegally use or possess copyrighted software. Employees must not use software that they know has been illegally copied.

Network license software is typically used by a limited number of concurrent users. However, unless permitted by the license, this software must not be copied from the server to the employee's individual workstation or storage location.

Site license software can be used on any workstation at the site for which software is purchased. Single license software must not be copied to multiple machines or media in violation of the license agreement.

F. Discipline
Employees violating the terms and conditions of this policy will be subject to discipline up to and including termination of employment. Violation of this policy may result in the revocation and/or suspension of the employee's access/user rights.

Employees may be disciplined for conduct and/or behavior associated with the prohibited use of computer resources which occurs on work time, or for conduct which occurs outside of work time but directly related to and/or affects the school district, students or staff. Employees will also be disciplined for using computer resources in a manner which harms or intends to harm school property, employees and/or students.

G. Internet Safety

1. General Warning: All users are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.

2. Personal Safety: Be Safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining your permission. Regardless of your age, you shall never agree to meet a person you have only communicated with on the Internet in a secluded or in a private setting.

3. Active Restriction Measures: The Galion City School District, either by itself or in combination with the Information Technology Center (NCOCC) providing the Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Although the Galion City School District subscribes to an Internet filtering service, the Internet changes constantly and the filter will not always provide absolute protection from inappropriate materials. Therefore, the district may monitor the online activities of students and staff through direct observation, and/or

technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate.

4: Blogs/Wikis

The use of blogs/wikis is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate in a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks and/or individual or group harassment. Blogs/wikis are used primarily as learning tools to extend conversations and dialogue beyond the parameters of the classroom time period.

5. Social Media

Social media websites and apps are defined as web-based or mobile-based technologies which are used to turn communication into interactive dialogue among organizations and individuals. Representative examples of social media websites include but are not limited to Facebook, LinkedIn, MySpace and Twitter. The Galion City School District computer system shall not be used to access social media websites, except as necessary for instructional purposes. Individual staff members may be asked to act as an administrator on the school's Facebook pages or other social media account. These individuals are responsible for posting only information that supports the purpose and mission of the Galion City Schools. These individuals are responsible for checking with the school office to verify that students' photos/videos are permitted to be posted online.

While the school district recognizes the employee's right to access these websites from the employee's personal equipment outside of work hours and respects their rights of free speech in doing so, employees must be cautious that in using social media websites they do not:
- release confidential student records or information in violation of state or federal law
- make postings that are disruptive of the school environment
- attempt to use the website as a means of addressing personal employment issues with the school district rather than following established procedures
- violate copyrights or other laws which protect intellectual property
- undermine staff relations or adversely affect the mission and dignity of the school district
- use vulgar or obscene language or make defamatory comments.

Employees have every right to comment on school district policies of general public interest, but must remember that professional educators always communicate in a manner that maintains the dignity of the teaching profession.

H. Access Cards

Galion Staff will be issued an Access Card that gives them access to specific buildings, for specific times. Staff will be responsible for the possession of this card. If the card is lost, the staff member is required to pay $10 for the replacement of this card. If the card is lost, it is the responsibility of the staff member to contact the District Technology Director immediately so that card can be deactivated. Access cards will be issued to coaches and contracted staff based on need, and will be subject to the discretion of the Technology Director. These cards will be turned in at the end of the sport season or at the end of the individual contract. The access card is to be used only by the staff member for whom it is assigned. Sharing or allowing an unauthorized user to use an issued access card is strictly prohibited.

I. Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated. A user violates this Policy by his or her own actions or by failing to report any violations by other users that come the attention of the user.

Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any users whose access has been denied or terminated. The Galion City School District may also take other disciplinary action in such circumstances. The failure to sign this Policy will result in the denial of network resources. Employees must sign the policy annually. In additions, employees may be asked to sign a new policy to reflect developments in the law or technology.

J. Warranties

GCSwifi or any other District network is accepted as is, without warranty of any kind, either expressed or implied. The Galion City School District and its employees assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information or instructions contained herein. It is further stated that Galion City School District and its employees are not responsible for any damages or loss of your data or your equipment that results directly or indirectly from use of GCSwifi.

Acceptable Use Policy Authorization Form
Galion City School District
(Employees)

I have read and agree to abide by the Acceptable Use Policy established by the Galion City School District. I understand that any violation of the terms and conditions set forth in the Policy and/or Guidelines is inappropriate and may constitute in a criminal offense. As a user of District Technology Resources, I agree to communicate over the Internet and the computer network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that individual users have no expectation of privacy and that the District may monitor electronic communications.

First Name (Printed): _____

Last Name (Printed): _____

Signature: _____

Building: _____

Date: _____