

# Hoover City Schools Technology Acceptable Use Agreement

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## Hoover City Schools

### Technology Acceptable Use Agreement:

The goal of the technology environment is to support all educational and instructional needs of the students and the teachers of Hoover City Schools. *Use of any and all resources should be considered a privilege and not a right.*

#### Introduction:

- **User** will include anyone, including employees, students and guests using any of HCS's technology, including, but not limited to, computers, both wired and wireless networks, Internet, email, chat rooms, phones and other forms of technology services and products.
- **Network** is both the wired and wireless networks including our Wide Area Network.
- **Equipment** includes, smart phones, cellular phones, PDA's, Mp3 Players, ios devices, desktop computers, tablets, laptops, netbooks and any portable storage device.

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the intention of the Hoover City Schools to provide all students and employees with access to a variety of technology resources. All Hoover students and staff must acknowledge and adhere to this Agreement.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Hoover City Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws.

Some of these procedures pertain to technology equipment personally owned by school employees and students and brought into school facilities. All personal technologies used on any HCS campus are subject to this agreement and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. This would also include any external storage medium including Dropbox, Google Docs or similar online storage.

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Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Chief Technology Officer should be notified immediately.

Any questions about this agreement, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer before proceeding. Violations of this agreement will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

## **I. ACCESS:**

A. The use of all Hoover City Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use can result in a cancellation of those privileges, pending investigation. Moreover, users of Hoover City Schools' technology must be aware that Hoover City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The Chief Technology Officer, local school Technology Coordinators and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

B. Users should not purchase or dispose of software, hardware, peripherals, or other technology related devices without consulting the technology staff.

C. Individuals identified as a real or suspected security risk can be denied access.

D. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this Agreement.

E. Personal technology-related devices (if connected to the HCS network) such as, but not limited to laptops, mobile devices, smart-phones, iPods, etc. used on school grounds are subject to all items covered in this Agreement and other applicable published guidelines.

## **II. PRIVACY:**

A. To maintain network integrity and to insure that the network is being used responsibly, local school Technology Coaches, Technicians and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices (if connected to the HCS network). Users should be aware that activities might be monitored at any time, without notice.

B. Users should not have any expectation that their use of technology resources, including files stored by them on the Hoover City Schools' network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources,

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but no assurance can be given that penetration of such security will not occur. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications. Hoover City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, an email correspondence, telephone, etc.

E. Users are encouraged to avoid storing personal and/or private information on technology devices or network resources owned by the district and/or school.

## III. DATA SECURITY:

A. Students and staff are expected to follow all local, state and federal laws in addition to this acceptable use agreement regarding the protection of student and staff confidential data.

B. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.

C. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed "Hoover City Schools Acceptable Use Agreement" and in accordance with FERPA guidelines.

D. District or school data, such as but not limited to STI information, accessed through school system technology resources may not be used for any private business activity.

**The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.**

## IV. COPYRIGHT:

Any questions about copyright provisions should be directed to the district Chief Technology Officer, local school Technology Coach, or local school media specialist.

A. Legal and ethical practices of appropriate use of technology resources will be taught to students and employees in the system (i.e. as part of the Technology Education Curriculum, during lab orientation, network orientation, or faculty meetings, etc). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the local school Technology Coach and/or district Chief Technology Officer.

B. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It

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is the student or employee's responsibility to secure proper usage permission. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.

C. A backup copy of all purchased software programs should be made and, thus, become the working copy. All original copies of software programs, including those purchased with departmental funds will be stored in a secure place. For security and insurance purposes, the local school Technology Coordinators, technology aides, and/or the district level technology staff will be the only people with access to original software disks at a given school location, with the exception of CD-ROMs required when accessing the program. System-wide software originals will be housed at the district Chief Technology Officer's office.

In almost every case, if a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," is NOT allowed. If more than one copy of a software package is needed, a site license, lab pack, network version, or Internet portal license must be purchased. The district Chief Technology Officer and/or local Technology Coach and the person requesting the software will be responsible for determining how many copies should be purchased.

Either the district Chief Technology Officer or the local school Technology Coach is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the district Technology Coordinator and/or Superintendent and distributed to all schools that will use the software.

## **V. EMAIL:**

Hoover City Schools provide access to email accounts for all employees, long-term substitutes, and, on a limited basis, for students. This agreement addresses each user. Email accounts may be granted for school related organizations or classes with designated employee sponsors. Hoover City Schools make a reasonable effort to maintain (backup) email for normal business operations. Backups are maintained for a maximum of 14 days. Technical support is provided for Hoover City Schools email accounts used to conduct educational and/or instructional business.

A. Personal use of email is permitted as long as it does not violate this Hoover City Schools' Acceptable Use Agreement and/or adversely affect others or the speed of the network.

B. Use of Hoover City Schools' email accounts for harassing or threatening is strictly prohibited.

C. Hoover City Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.

D. When using email, all employees are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Employees must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or

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sending email. As a general rule, the content of an email should be acceptable to a general audience.

E.SPAM- Hoover City Schools' email accounts may not be used for attempting to send or sending anonymous messages. Hoover City Schools' email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.

F. Hoover City Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

G. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.

H. There is a system-imposed limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails. Users who are required to maintain email for more than 180 days should print said emails.

I. Incoming and outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Hoover City Schools cannot assume any liability for such breaches of the filter.

J. Email accounts will automatically expire on the last full day of employment.

K. At the discretion of the Chief Technology Officer, email accounts may be locked without notice.

## **VI. INTERNET USE:**

The intent of the Hoover City Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet. Teachers should always screen all Internet resources before projecting them in the classroom.

A. Internet activity can and will be monitored, along with other aspects of technology usage. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Chief Technology Officer and his or her designee. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking must list specific URLs.

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Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this agreement.

## **VII. WEB PUBLISHING:**

The Hoover City Schools' web site is limited to usage associated with activities of Hoover City Schools. The web site cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.

A. All pages posted on the Hoover City Schools' web site must be designed/written with approved software. This includes HCS hosted websites, SharePoint, HCS wikispaces, School In Sites, Edmodo or any HCS Moodles.

B. It must be easy to determine the name or title of the person responsible for the content on each web page or sections of web pages housed on the Hoover City Schools' website.

C. A staff member's primary web page should be housed on the Hoover City Schools' web site hosted by School in Sites.

D. Links from pages housed on the Hoover City Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.

E. Student pictures or other personally identifiable information can be used in accordance with the signed "Hoover City Schools Acceptable Use Agreement" and in accordance with CIPA and FERPA guidelines. Student posting of personally identifying information of any kind on the Hoover City Schools' website or linking to personal information from the Hoover City Schools' website is prohibited. Personally identifying information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

F. Individual students may be identified by first name and first letter of last name unless permission to do so is denied by the parent or guardian in writing on the Media Release form. Full names, for secondary students only, may be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions unless permission to do so is denied by the parent or guardian in writing on the Media Release form.

G. Caution should be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students. In some cases, use of first names, last initial is appropriate for secondary students. Photographs of individual secondary students, with full names, may be used to recognize student achievements, and other positive recognitions unless permission to do so is denied by the parent or guardian in writing on the Media Release form.

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H. No written permission is required to list faculty/staff and their school contact information (phone extension, email address, etc.) Permission for publishing employee photographs on the Hoover City Schools' website is assumed unless the employee specifies otherwise in writing to his or her direct supervisor.

## **VIII. SOCIAL MEDIA RECOMMENDATIONS**

Social media can be a valuable tool for both personal and professional use. However, as with any tool, it must be used with skill and care. The guidelines below have been developed to help protect students and employees from charges of inappropriate use. Although many of the items below specifically reference Facebook or Twitter, the guidelines and cautions apply to all social networking venues.

It is strongly recommended that teachers do not "friend" current students and/or students under 18 years of age. There may be exceptions, such as a relative, a friend's child, etc.; however, as a general rule, it is recommended that teachers do not "friend" students, and they assume personal responsibility if they choose to do so.

Hoover City Schools has created and hosts several options for teachers to safely use social media for instructional purposes including, but not limited to, Edmodo and Moodle. District technology personnel have immediate access to online dialogue when challenges are made regarding inappropriate use if the sites are hosted by Hoover City Schools. A potential danger exists when employees communicate directly with students or instruct students to communicate directly to each other or the general public on social media sites that are not hosted by Hoover City Schools.

District sponsored and approved teacher websites, including email and SchoolMessenger along with the iNOW parent portal should be the primary means for electronic parent communication.

A. Remember, once something is posted on a social networking site, it may be available forever.

B. Please avoid posting comments that discuss or criticize others.

C. Only post what could be shared in a face-to-face meeting with the public. No confidential student information.

D. Make sure posts and pictures are presented in a professional role or manner.

## **IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:**

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any Hoover City Schools' network, email system, hardware, software, technology service, and/or Internet access:

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- A. Using another user's password or attempting to discover another user's password
- B. Sharing passwords
- C. Unauthorized access of another user's files, folders, home directory, or work
- D. Harassing, insulting, embarrassing, or attacking others via technology resources
- E. Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
- F. Placing irresponsible demands on limited resources such as Internet bandwidth, disk space and printing capacity
- G. Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked.
- H. Sending, displaying, or downloading offensive messages or pictures
- I. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- J. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures
- K. Editing or modifying digital pictures with the intent to embarrass, harass or bully
- L. Posting any false or damaging information about other people, the school system, or other organizations
- M. Using images or text from an online source without appropriate reference (i.e. plagiarism)
- N. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)



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## Faculty/ Staff Signature Page

I have read, understand, and will abide by the Hoover City Schools Acceptable Use Agreement. I understand that our Internet connectivity and technology are vital to the instructional process and will only be used for instructional and professional purposes during the school day. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school system disciplinary action and/or appropriate legal action may be taken, up to and including employment termination.

I further agree to promote the enforcement of the regulations of all Internet use by students and/or staff members; to digital citizenship; and to maintain network security.

Employee's Name (please print): \_\_\_\_\_

School / Department: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_