

## RESA 8 Telecommunications Acceptable Use Policy

RESA 8 believes in the educational benefits to students and employees through access to various online services. The intent of RESA 8 is to provide access to the Internet and online services in order to further the educational goals and objectives of its services.

Technology is to be interwoven with educational and personalized learning to accomplish goals, increase student achievement, increase employee effectiveness and provide increased opportunities for lifelong learning.

The promotion of acceptable use in learning, instruction and work related activities is intended to provide a safe digital environment as well as to meet the Federal Communications Commission guidelines and e-rate audits. Therefore, student and employees of RESA 8 will abide by the State Acceptable Use Policy (Policy 2460 (<http://>)) as well as the following guidelines when using technology Digital/Network Etiquette:

- Be polite. Do not write or send abusive messages to others.
- Use proper English and appropriate language; avoid "Netspeak;" do not swear; do not use vulgarities or other inappropriate language..
- Use extreme caution when revealing personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Do not reveal on any electronic medium, personal information about another individual.
- Do not use the Internet in a way that would disrupt the use of the Internet by others (e.g., downloading huge files during prime time, sending mass e-mail messages, annoying other users).
- Keep files and e-mail messages stored on servers to a minimum.
- Activate the appropriate automatic reply message and unsubscribe to Listservs if account is to be unused for an extended period of time.
- Only publish student pictures or names on web sites when appropriate permission has been obtained.
- Notify the appropriate school authority of any dangerous or inappropriate information or messages encountered.

### Digital Security:

The security of the LAN is a high priority because there are many users involved. It is the responsibility of the user to avoid abusive conduct which includes altering the LAN software or placing of unlawful information, viruses, unauthorized programs on or through the LAN. Proper authorization must be obtained from the Executive Director, IT Department or Program Coordinator before connecting any personal devices to any RESA network.

All students and employees will be taught about appropriate on line behaviors including Internet harassment, cyber bullying and awareness and interacting with other individuals on social networking websites and in chat rooms. RESA 8 will develop training for their students in Pre-K, Head Start and the GED Program beginning in the FY '13 School Year.

Furthermore, individuals who identify a security problem on the system must the IT Department; must not demonstrate the problem to other users; must not use another individual's account or give their password to others; and will, if identified as a security risk or having a history of problems with the computer system, be denied access by the appropriate authority.

RESA 8 uses the state's system that blocks and filters Internet access to pictures that are obscene, pornographic or are considered harmful to others. Computers that are owned by RESA 8 have the necessary software installed to ensure the network traffic is filtered at all times. Students and employees may not access inappropriate matter on the Internet, may not access or have electronic communication with websites that promote obscenity, pornography or harmful materials, may not have unauthorized access which includes hacking of websites and other unlawful activities, and may not disclose, use or disseminate personal information of others.

#### Acceptable Use of Electronic Devices:

- The use of electronic resources, technologies and Internet must be in support of education and consistent with the goals of RESA 8.
- The use of telecommunications and/or access to the Internet is an extension of student and employee responsibility in the classroom/office and must follow all federal and state laws as well as local policy.
- All safety measures must be enforced when using electronic devices.
- The creation of files, projects, videos, web pages and podcasts using network resources in support of student achievement, personalized learning and educational administration may be developed.
- Participation in RESA sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups is allowed if appropriate.
- Staff may use the network for incidental personal use in accordance with all state guidelines.

#### Unacceptable Use of Electronic Devices:

- Inappropriate use or transmission of any material in violation of copyrighted materials, threatening, abusive, or obscene materials, or material protected by trade secrets.
- Use of electronic devices for commercial activities by for-profit institutions.
- Use for product advertisement or political lobbying is prohibited.
- Illegal activities and privacy and safety violations are strictly prohibited.

- Viewing, creating, accessing, uploading, downloading, storing, sending or distributing of obscene, pornographic or sexually explicit materials are prohibited.
- Downloading, uploading and/or executing viruses, worms, Trojan horses, time bombs, bots, malware, spyware, SPAM, or changes to tools used to filter content or monitor hardware and software are prohibited.
- Using of email and other electronic user IDs/passwords other than one's own is prohibited.
- Illegally accessing or attempting to access another person's data or personal system files or unauthorized access to other state/county/school computers, networks and information systems are prohibited.
- Supplying your password and user information to any electronic request or sharing them with others via any other communications is prohibited.
- Storing passwords in a file without encryption is prohibited.
- Using the "remember password" feature of Internet browsers and e-mail clients is prohibited.
- Leaving the computer without locking the screen or logging off is prohibited.
- Corrupting, destroying, deleting or manipulating system data with malicious intent is prohibited.
- Requesting inappropriate materials be transferred is prohibited.
- Violating safety and/or security measures when using e-mail, chat rooms, blogs, wikis, social networking sites, Web 2.0 tools and other forms of electronic communications.
- Hacking, cracking, vandalizing or any other unlawful online activities are prohibited.
- Disclosing, using or disseminating personal information regarding students and staff are prohibited.
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks and other unauthorized uses are prohibited.
- Personal gain, commercial solicitation and compensation of any kind are prohibited.
- Downloading, installing, and/or executing non-educational gaming, audio files, video files or other applications without permission or approval are prohibited.
- Support or opposition for ballot measures, candidates and any other political activity are prohibited.
- Information posted, sent or stored online that could endanger others such as bomb construction and drug manufacturing are prohibited.
- Plagiarism or reproducing/repurposing audio/video without permission or consent is prohibited.
- Attaching unauthorized equipment to the county or school networks is prohibited.
- Vandalizing technology equipment or data is prohibited.
- Use in or support of illegal activities is prohibited.

## Web Publishing

RESA 8 recognizes the importance of guidelines that ensure appropriate content, responsibility for content, contributors of the content as well as quality, standards, copyright laws and student protection when publishing information to the internet. To ensure this, the content published on RESA 8's web site must :

- Be appropriate, in good taste, and not harmful to any individual or group.
- Be grammatically correct, accurately spelled and have a pleasing appearance.
- Follow FERPA, RESA 8 and state regulations when using student pictures and names.
- Include information such as an e-mail address of the responsible contact person, copyright, and the last date updated content was added.
- Remain current, be accurate, and user friendly.
- Advertising of commercial offerings is prohibited.
- Comply with copyright, intellectual property, state, federal (specifically COPPA and CIPA) and international law.
- Include the permission granted statement of who, time and period, etc., for all copyrighted materials.

#### Educator, Service Personnel and Staff Responsibilities:

- Collaboration can be facilitated by the use of social media and other electronic communication. It is imperative that a clear line be drawn between personal social networking and professional/educational networking to protect the safety of the students and the integrity of educational professional and service staff.
- To assist educators and staff in maintaining professional relationships and to avoid situations that could lead to inappropriate relationships, the following regulations apply to all employees.
  1. RESA 8 employees must maintain a professional relationship with all school students both inside and outside the classroom while using any form of social media and any other electronic communication.
  2. The viewing, storing, transmission or downloading of pornography or sexually suggestive or sexually explicit material or text on a work computer or other electronic storage or communication device, whether at work or home, by school personnel or anyone else to whom the school personnel has made the computer or electronic storage or communication device available is prohibited. This includes personal computers, electronic storage or communication devices as well if they are at school.
  3. All information stored within work computers or servers is the property of the state or RESA 8, and personnel should have no expectation of privacy with respect to its contents.
  4. Employees will promote and model acceptable use, digital citizenship and online responsibility to support the objectives of all RESA 8 programs.
  5. Teachers and other staff will teach and discuss the appropriate use of electronic resources, technologies, and the Internet with their students, monitor their use and intervene if the uses are not acceptable.
  6. School personnel are responsible for protecting their passwords associated with their computers and e-mail address and must not make them accessible to others.

RESA 8 Telecommunications Acceptable Use Agreement  
Employee Agreement

Compliance

Employees using electronic devices on any RESA 8 network or classroom will be required to acknowledge their awareness of the RESA 8 Telecommunications Acceptable Use Policy by signing an Acceptable Use Agreement.

Employee's Name \_\_\_\_\_

RESA Program/Site \_\_\_\_\_

I have read the RESA 8 Telecommunications Acceptable Use Policy and agree to the content contained within the policy. I understand that if I violate the policy, disciplinary action will be taken and my privilege to use electronic devices may be suspended or terminated and/or that I may be suspended or terminated from employment with RESA 8.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_