

Technology Resource Use for Employees Deerfield Community School District

Purpose and Scope

Technology resources are extremely important to the operation and success of the Deerfield Community School District. The District requires all employees with computer access to use the computer systems carefully and responsibly. This policy applies to all employees of the Deerfield Community School District.

Technology Use

The Deerfield Community School District's technology systems, especially Internet access, email systems and student management system, promote access to information, rapid communication with other employees, fellow educators, students and families.

Technology systems, including, but not limited to, electronic mail, Internet access, student management system, hardware and all data contained herein, are District-owned, are the property of the Deerfield Community School District and are provided as tools for the educational mission of the schools. To ensure security, do not share User IDs and passwords and always log off or secure workstations when away from them.

Employees are responsible for access to computer systems. **Staff computers are for staff use only. However, when appropriate staff computers may be used by students under the direct supervision of the staff member.** Staff must login with their District issued ID and password. Under no circumstances should a friend or family member perform any manner of technical support or software installation on a District computer or other technology system.

Electronic Communications and Internet Use

Electronic communications systems access and use are intended for educational purposes. However, the Deerfield Community School District permits its employees incidental personal use of its email and Internet systems subject to the following conditions and restrictions:

1. Personal use must be infrequent and must not:
 - 1.1. Involve any prohibited activity (see below).
 - 1.2. Interfere with the productivity of employees or their colleagues.
 - 1.3. Consume system resources or storage capacity on an ongoing basis.
 - 1.4. Involve large file transfers, streaming media or otherwise deplete system resources available for educationally related purposes.
2. Employees should not have any expectations of privacy. Because email is not private, employees should avoid sending personal messages that are sensitive or confidential.
3. Personal email communications should not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District. Where appropriate, a disclaimer should be included. An appropriate disclaimer is: "These statements are my own, not those of the Deerfield Community School District."

Bring questions regarding what constitutes an inappropriate or prohibited use to a supervisor or District Administration.

Prohibited Activities

Employees are strictly prohibited from using the Deerfield Community School District's technology systems in connection with any activity deemed inappropriate by the district, including but not limited to:

- Engaging in illegal, fraudulent, or malicious activities
- Illegal distribution of copyrighted materials (see below)
- Viewing, sending, or storing material that could be considered offensive, obscene, harassing, or defamatory
- Annoying or harassing other individuals
- Sending uninvited email of a personal nature
- Using another individual's account
- Attempting to test, circumvent, or defeat security systems
- Permitting any unauthorized individual to access the district's systems

- **Distributing or storing chain letters**
- Partisan political activities and political fund-raising
- Modification of hardware on laptops, workstations, or servers except by authorized personnel
- Using or storing unapproved encryption software or software designed to circumvent security systems without written approval from the business office
- Listening/viewing internet based radio/video, **except for curriculum based enhancement**

Copyright

All users must adhere to the rules of copyright and intellectual property protection, and respect all copyright issues regarding software, information, and authorship. The unauthorized copying, storage, and or transfer of copyrighted materials violate federal and state laws and are strictly prohibited.

Software Use

Unauthorized software can make a machine inoperable, cause network conflicts, spread computer viruses, and take up valuable computer space.

Only software purchased by, licensed to, or approved by the Deerfield Community School District may be used on District computers. Use of licensed software must conform to the terms of the agreement. Technical staff should be consulted before purchasing or installing software.

Malicious Code (Viruses), etc.

Computer viruses are one of the most common threats from the Internet or other electronic communications. Employees may unknowingly expose their computer or the network to these problems when downloading information from these systems. All files downloaded from the Internet, received from email outside the district or brought in on transportable media should be scanned for malicious code using anti-virus software.

Deliberate attempts to degrade or disrupt system performance of the Deerfield Community School District networks or any other computer system or network system by spreading viruses constitutes criminal activity under state and federal law.

The District reserves the right to remove any information and files to protect itself from malicious code.

Damage

A user shall be personally responsible for the cost of repairing damage to technology resources, including but not limited to the replacement of equipment, when such damage is the result of the user's deliberate or negligent misuse of the technology resources.

Monitoring

The district is required to filter Internet access and Internet activity may be logged. Employees should have no expectation of privacy in any computer-related activities. System maintenance or technical support activities may result in the viewing of any information residing on the Deerfield Community School District technology systems.

Obscenity and Harassment

Users who receive threatening or unwelcome communications should bring them to the attention of their supervisor or District Administration immediately.

Violations

Violators of this policy are subject to discipline up to and including discharge. Additionally, employees who use the Deerfield Community School District assets, including computer systems, to engage in illegal or fraudulent activity may be subject to criminal prosecution. State Statute 943.70 makes it a crime to modify, access or destroy data or computer programs without authorization. The offense may be considered a felony which carries a penalty of \$25,000 or imprisonment not to exceed twelve and one-half years, or both.

System users have full responsibility for the use of their Internet and email accounts. The Deerfield Community School District employees have the responsibility to report possible violations on the part of other people using the Deerfield Community School District technology systems.