

Staff Member Acceptable Use Policy
for
Internet/District Network Access
And
Use of District Technology Equipment

Lakeside Union School District is pleased to offer access to the district computer network system for file and print services, Internet access and electronic mail use. To gain access, all staff must agree to all terms of responsibility required for access by reading and signing the district acceptable use policy, which is a legally binding contract.

DISTRICT NETWORK

The district network and technology equipment is provided for school/work related purposes only. Access to network services is a privilege, not a right; inappropriate use could result in revocation of those privileges. And while the district does employ tools to provide a filtered internet experience in compliance with CIPA, staff understand that sites accessible via the internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

Access to the district network exists to support the district's educational responsibilities and mission. The specific conditions and services that are offered will change over time. In addition, the district makes no warranties with respect to the district network service, and it specifically assumes no responsibility for:

1. Any costs, liability, or damages caused by the way the individual chooses to use his/her district access;
2. Any consequences of service interruptions or changes, even if these interruptions arise from circumstances under the control of the district;
3. The privacy of content shared via district-provided electronic mail, which may be disclosed through Public Records Requests, subpoena, personnel investigations, or an account breach.

The district reserves the rights to limit, review and monitor any and all files on district-owned technology, which include, but are not limited to, the following:

1. Set up a filter to block district determined objectionable sites and/or terminology.

2. Preview, copy, or download any documents/applications on district-provided user accounts or devices.
3. Fileserver space in order to make determinations on whether specific uses of the network are appropriate.

ETIQUETTE

All users are expected to abide by the rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Use language, which is appropriate for an educational setting. Do not use abusive, inflammatory or obscene language.
2. Respect privacy. Do not reveal personal information about yourself, students and/or staff. Do not share your account information or password with anyone, or leave it written down where others can find it.
3. Be considerate. Do not use the network in a way that would disrupt the use of the network by other users.
4. Use access time efficiently. Use access time for school-related purposes only.

E-MAIL USE

E-mail is a method of communication. All users who are allowed access are expected to accept conditions, which include, but are not limited to, the following:

1. Users of e-mail should not consider electronic communications to be either private or secure; such communications are subject to subpoena and Public Records Requests.
2. Messages relating to or in support of illegal activities must be reported to appropriate authorities.
3. Individuals are to identify themselves accurately and honestly in e-mail communications. E-mail account names and/or addresses may not be altered to impersonate another individual or to create a false identity.
4. Individuals shall protect themselves from phishing schemes by proceeding with caution before clicking on links or providing any personal data to an unknown sender.

SOCIAL MEDIA

The Lakeside Union School Board recognizes that staff members are using social media accounts to connect with students, parents, local community members, and the global community at large. To ensure that social media sites are created and maintained in accordance with BP and AR 1114(a), District-Sponsored Social Media, as well as BP and AR 4040, Employee Use of Technology, a separate guidelines

document has been created for staff to follow. District, school, and classroom social media accounts must be district-sponsored if they post student, classroom, and/or school photos/activities or use school/district branding. They may only be used for the purpose of sharing information and photos related to learning, teaching, and activities within the district.

There is no assumption of privacy when voluntarily posting information to a personal social networking site. The District reserves the right to reprimand and discipline staff when social networking sites are used to:

1. Disrupt school activities
2. Disclose confidential information of students, parents, and staff
3. Make disparaging remarks about students, parents, staff, or the district

PROHIBITED USE

The transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to the distribution of the following:

1. Any information that violates or infringes on the rights of any other person.
2. Any abusive, defamatory, illegal, inappropriate, obscene, profane, racially offensive, sexually oriented and/or threatening material.
3. Advertisements, solicitations, commercial ventures or political lobbying.
4. Any information, which encourages the use of, controlled substances or the use of the system for the purpose of inciting crime.
5. Any material that violates copyright laws.

DISTRICT MOBILE TECHNOLOGY USE

The Lakeside Union School District allows staff to use the District's equipment on and off site in order to enhance, enrich, and facilitate teaching and administrative duties; as well as school communication.

1. The District's equipment (i.e. laptop, iPad, etc) is to be used as a productivity tool for school-related business, curriculum enhancement, research, and communication.
2. Staff members shall exercise appropriate professional judgment and common sense when using the District's equipment.
3. All District-issued equipment and accessories are District property and are provided to staff for a period of time as deemed appropriate by administration.

Staff members who are provided district-owned technology will sign the LUSD STAFF TECHNOLOGY USE POLICY and follow all conditions and guidelines provided

in that document. It is the staff member's responsibility to update the Business Office if devices are returned to the district, lost, stolen, or replaced for a different device.

DATA PRIVACY REQUIREMENTS

Staff is responsible for ensuring that they comply with the data privacy provisions found in the following laws, as well as any other applicable laws that may go in to effect after this document is signed:

- Family Educational Rights and Privacy Act (FERPA)
- Children's Online Privacy Protection Act (COPPA)
- Student Online Personal Information Protection Act (SOPIPA)
- California Electronic Communications Privacy Act (CalECPA)

By signing this agreement, I acknowledge that I have read the Staff Member Acceptable Use Policy for Internet/District Network Access and Use of District Technology Equipment. I agree to follow all District guidelines and restrictions set forth in Board Policy and Administrative Regulation regarding technology use in the District.

Employee Name: (print): _____

Site/Department: _____

Signature: _____

Date: _____