



# Cumberland School Department Policy Manual

EMPLOYEE

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COMPUTER/INTERNET/ELECTRONIC DEVICE ACCEPTABLE USE (Cross Reference I-2)

G-14

## **PURPOSE**

The purpose of the Computer/Internet/Electronic Device Acceptable Use policy is:

1. To ensure the security of all elements of Cumberland School Department (CSD or the District) computer systems, related technology, and electronic information;
2. To delineate appropriate uses for all users of CSD computer systems;
3. To promote intellectual development through the use of computer systems, related technology, and electronic information in a safe environment; and
4. To ensure compliance with relevant state, local, and federal law.

## **BACKGROUND**

The Cumberland School Department believes that computer systems are essential tools for supporting learning and enhancing instruction. The use of a computer system comes with a responsibility that must be accepted by all members of our school community. Our network provides access to shared resources including printing, file storage, email, and the Internet. By facilitating access to the vast and diverse resources of the Internet, CSD is represented in the global arena by the users of our network.

Although the Internet provides unique opportunities for learning, materials that have no educational purposes that are inaccurate and offensive, are prolific. While we will emphasize safe and efficient searching and try to protect our students from such sites, we reserve the right to supervise computer use in our schools. While we have technology protection measures in place to reduce or limit potential negative effects, the CSD IT Department cannot guarantee that every objectionable site will be disabled in advance or that every student will be monitored at every moment. There must be joint accountability and responsibility from all constituencies.

To permit use of the computer system and the Internet, teachers and staff must agree to this policy. Please review these pages.

All employees shall be required to sign Employee User Responsibilities for Computer Systems, Electronic Information and Network Security Agreement (IGT-RA-E2) affirming they understand this policy and understand the consequences for the violation of this policy.



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## DEFINITIONS

- **A computer system** is hardware, software, and related technology, including networks, wiring, and communications equipment.
- **Educational purposes** are those actions directly promoting the educational, instructional, administrative, business, and support services missions of CSD and related to any instruction, project, job, work assignment, task, or function for which the user is responsible.
- **Electronic data and information** are facts or figures contained in any electronic form.
- **An electronic record** is information generated, sent, received, or stored in digital form in connection with the conduct of CSD business, communicated between parties as evidence of a transaction, and preserved for CSD documentation purposes. A record does not include information that is so transitory in character that it is not ordinarily preserved.
- **Inappropriate materials** consist of text, graphic, pictorial, or auditory representations of items that are inconsistent with the educational mission of the school system as set forth in the policies of the Cumberland School Department, including material intended to teach skills that would enable an individual to engage in illegal activities; materials that promote discrimination against others based on race, religion, gender, nationality, sexual orientation; or advocate illegal use of any controlled dangerous substances or of alcohol.
- **Internet access** includes all methods used to connect to the Internet servers and users, and all methods for providing access regardless of funding or facilitating sources, including e-mail.
- **A technology protection measure** is an Internet filtering technology or firewall that is designed to limit access to selected portions of the Internet based on identified criteria. Its intended use in CSD is to limit access to inappropriate material and/or material that might be harmful to students.
- **Unauthorized equipment** is any device that is not approved by the superintendent/designee to be connected to an CSD computer or CSD network, including, but not limited to, personal communication and organization devices such as wireless access points, smart phones, or cell phones; gaming devices; photographic equipment; and entertainment devices such as MP3 players or iPods™.



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- **A user** is any CSD staff member, student, or other individual authorized to use CSD computer systems. Other individuals may include parents, volunteers, and contract or temporary staff.
- **BYOD/BYOT** are acronyms for “Bring Your Own Device” or “Bring Your Own Technology” BYOD or BYOT are not used for primary instruction and should only be used for auxiliary curriculum, note taking and research.

## PROCEDURES

The following section delineates appropriate procedures in the areas of CSD rights and responsibilities, acceptable and prohibited uses of technology, noncompliance, limitations of privacy, physical security, and electronic data and information security.

### CSD Rights and Responsibilities

The use of the CSD’s technology is a privilege and not a right. As such, technology is designed to be used as a tool to assist with the instructional objectives of CSD. Teachers and staff shall use technology efficiently to minimize interference with others;

1. CSD reserves the right to monitor all activity on the Internet.
2. CSD reserves the right to block any material on the Internet.
3. CSD reserves the right to deny access to technology to any individual.
4. Security on the network is a high priority. The Superintendent or designee shall establish procedures that will maximize system security.
5. No warranties are made or given with respect to any service, any information, or any software contained within the Internet.
6. Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by CSD are those of the individual and do not represent the position of the CSD.
7. Accounts, which are inactive for more than 30 days, may be removed by the CSD along with the user's files without prior notice.
8. CSD staff is responsible for supervising student use of technology.
9. This policy also applies to computers issued directly to staff, whether in use at school or off school premises.



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## Acceptable Use of Technology

The CSD's technology is provided to employees for educational purposes consistent with the CSD educational mission and goals.

Incidental personal use of school computers and email is permitted as long as such use:

1. Does not interfere with the employee's job responsibilities and performance;
2. Does not interfere with system operations or other system users;
3. Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.

"Incidental personal use" is defined as use by an individual employee for occasional personal communications. Individuals using school computers, network and email systems for incidental personal use cannot ask for or expect any support from the District's Instructional Technology personnel for personal use.

## Prohibited Uses of the Technology

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

1. Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
2. Encouraging the use of or promoting the sale of controlled substances or drugs.
3. Any attempt to harm or destroy electronic data or electronic record of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
4. Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, or for personal gain unless approved by the Superintendent/designee.
5. Use of any proxy software that bypasses the networks web filtering.
6. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
7. Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number for non-school related purposes.
8. Logging in to the system using another user's account or password.
9. Leaving an account open or unattended.
10. Violating any local, state, or federal regulation or statute.



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11. Hacking. It is illegal and prohibited at all times, in any place.
12. Cyber-bullying, teasing, posting information or pictures about students, teachers or staff on blogs, social networking sites or elsewhere on the internet is prohibited.
13. Altering computer equipment as set up by the IT department.
14. No accessing of other networks (including personal networks) while at school.
15. Use of any unauthorized equipment brought in to attach to the districts network without proper authorization.
16. The use of any external network to deliberately bypass school based web filtering is strictly prohibited.

## Noncompliance

Noncompliance with the procedures and standards stated in this policy is proper cause for disciplinary action.

1. Disciplinary actions for employees may include a conference, warning, letter of reprimand, loss of privileges, suspension without pay, demotion, dismissal, restitution and/or criminal prosecution. Perpetrators may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.
2. Any user of CSD computer systems should report suspicious or inappropriate use of data, computer system abuse, or possible breaches of security. School-based users should alert the principal or the principal's designee responsible for information technology. Non-school-based users should alert their immediate supervisors and the superintendent/designee.

## No Expectation of Privacy

CSD retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District. CSD reserves the right to monitor all computers and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

## Physical Security

Computer systems equipment must be located and maintained in a secure physical environment. Users are responsible for cooperating with the following physical security provisions for computers and related technology.



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1. When staff members are not present to supervise the area, all areas (including permanent or temporary storage) housing valuable computer equipment must be secured.
2. Computer or related equipment may not be removed from CSD property without appropriate authorization.
3. Users must employ local accountability procedures to sign in or out any computer or related equipment. This equipment must be returned to the school, department, division, or unit that owns it prior to the user leaving CSD or transferring to another school or office.
4. The local equipment inventory will be maintained as accurately as possible. New and donated equipment will be added when acquired. Users may not remove the inventory markings or tags from computers.
5. Lost and stolen equipment should be handled in accordance with CSD inventory control policies. (Reference D-1 Fixed Asset Policy)
6. CSD shall, at times, issue computer and other electronic equipment to its employees. Those employees issued such equipment take possession with the understanding that the equipment remains the property of the CSD and that all use of said equipment shall be performed in accordance with the terms and conditions of the Computer/Internet/Electronic Device Acceptable Use Policy. The employee is responsible for ensuring that the computer or other equipment is kept in good working order and shall report any problems to the Information Technology Department immediately upon encountering said problem. The employee shall be responsible for the replacement cost of said equipment if it is lost, stolen or damaged.

## Electronic Data and Information Security

Users may only access information and/or computer systems to which they are authorized and that they need for their assignments and responsibilities.

1. Users are responsible for their own individual accounts.
  - a. Users cooperate in the protection of their accounts by changing passwords as required and keeping passwords strictly confidential.
  - b. Users are expressly prohibited from sharing accounts and passwords.
  - c. Any violations that can be traced to an individual account name will be treated as the responsibility of the account owner.



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2. Users must log off all systems before leaving a computer or workstation or allowing others to use it.
3. It is the responsibility of every user to be aware of and follow security procedures in accordance with this regulation.
4. Users must secure their electronic data. (Note: Sensitive files must be saved to a secure location such as an individual's network folder/directory or Google Drive.
5. CSD is not responsible for information that may be lost due to system failures or interruptions. Users should make backup copies and ensure they are stored in a secure place.

## Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with the CSD policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building principal/designee.

## Bring Your Own Device / Bring Your Own Technology

1. The electronic devices that teachers and staff bring to school are their sole responsibility, the CSD assumes no responsibility for personal devices if they are lost, loaned, damaged or stolen. Only limited resources will be spent to locate lost or stolen items.
2. Personal devices may be subject to investigation if there is reasonable suspicion of a violation of local, state, or federal law.
3. Teachers and Staff are expected to exhibit digital responsibility and follow all CSD Policies.
4. All Personal devices when being used at school are expected to connect to the school Wi-Fi and will never use a cellular service while in school.

## DISCLAIMER

CSD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the CSD's network are to be



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borne by the user. CSD also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of CSD, its affiliates, or employees.

Staff must sign: IGT-RA-E2

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