

# **Lopez Island School District Staff Responsible Use of Technology Agreement**

## **Purpose:**

The purpose of this Responsible Use Procedure (RUP) is to provide rules, guidelines, personal safety recommendations and a code of conduct for the use of technology, the district network, and other connected networks including the Internet at LISD.

This RUP applies to all staff who utilize:

- District-owned technology on the LISD network, on non-school networks, and offline
- Non-District technology, including privately owned technology that is connected to the LISD network or using non-district networks while on school property

LISD provides technology to staff with the expectation that staff model appropriate behavior, etiquette, and good digital citizenship when using school technology and the school network.

A good digital citizen is one who:

- Understands human, cultural, and societal issues related to technology and practices legal and ethical behavior.
- Advocates and practices safe, legal, and responsible use of information and technology.
- Exhibits a positive attitude toward using technology that supports collaboration, learning, and productivity.
- Demonstrates personal responsibility for lifelong learning.

- Exhibits leadership for digital citizenship.

Annually, students will receive grade level appropriate instruction on digital citizenship and Internet safety educating them about appropriate online behavior, using personal portable devices at school, interacting with other individuals on social networking websites, cyber-bullying awareness and response, and other relevant topics. It is expected that staff will participate and support this instruction.

### **Understanding Statements:**

#### **Safety:**

- I am responsible for my computer when it is logged on and will log off or lock it when I am away from it.
- As a good digital citizen, I will use technology in a meaningful, safe, and responsible way.
- I understand the district uses filters to protect district users from illegal, obscene, and dangerous content and it is my responsibility to alert administration if any of this material is discovered.
- I will use safe and civil language and behavior in all online communications.
- I will notify administration if I witness any incidents of cyber-bullying or sexual misconduct occurring on the school network.
- I understand that I have a responsibility to monitor the use of technology with students.

- I will abide by CIPA regulations in order to protect students from exposure to inappropriate material and will consider age appropriateness and learning objectives in my decisions.

### **Responsible Use:**

- I understand the potential risk of viruses and spyware and will use extreme caution when using district network resources.
- I will keep myself updated by taking continued District provided professional trainings.
- I will model safe and civil network use by always conducting myself in a professional manner.
- I will not use district resources for political advertising, or for promoting commercial goods, or services for personal gain.
- I will refrain from using my personal email to communicate with students and I will only send email to school email accounts when digitally communicating with students.
- I understand that when I log in to district owned technology and programs at work or home, that I should follow this RUP.

### **Digital Citizenship:**

- I will use technology in accordance with the laws of the United States and the State of Washington as they relate to libel, copyright, and criminal acts.
- I understand that my passwords are private. I will not allow others to use my account name and password, or try to use those of others. I will not post my password in a place where others may view it and I will follow District suggested complexity requirements when choosing a password.

- I understand that the school network and email accounts are owned by the District and are not private; LISD has the right to access my information at any time.
- I understand that my online activities can reflect on LISD.
- I understand that most of what I do on the Internet is creating my “digital footprint” which should be considered permanent.
- I will use discretion when posting pictures of or students and staff in public network places.

**Environment:**

- I will provide opportunities to continually educate my students on responsible use practices and the ethical use of information.
- I will hold my students responsible for abiding by all guidelines for using technology in a safe, meaningful and responsible way.

**Termination of Accounts:**

Accounts are automatically disabled and deleted when an employee resigns from the district. Any account may be terminated by LISD at any time.

I understand and will abide by the above Responsible Use Practice Guidelines. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

Employee’s Full Name (please print)\_\_\_\_\_

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