

## ***Sulphur Springs Union School District*** **STAFF ACCEPTABLE USE AGREEMENT**

The Sulphur Springs Union School District, hereinafter referred to as SSSD, provides quality services and support for life-long learning opportunities. SSSD collaborates to build relationships with local educational institutions and other government and private sector entities to provide leadership, service, and support for all learners. This will be accomplished through the following four goals:

1. Provide, promote, and support environments that result in world-class learning;
2. Secure and develop resources (human, fiscal, and information) that support and promote our mission;
3. Develop and maintain an organization based on teamwork, trust, communication, commitment, and competence; and
4. Optimize customer satisfaction.

SSSD has a strong commitment to providing a quality education for its students, including access to and experience with technology. SSSD's goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication; providing appropriate access to all students; supporting critical and creative thinking; fully integrating technology into the daily curriculum; promoting collaboration and entrepreneurship; and preparing students and educators to meet the challenge of a highly technological and information-rich society.

SSSD recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. SSSD provides a wide range of technological resources, including staff Internet access for the purpose of advancing the educational mission of SSSD. All employees are expected to learn and use the available technological resources that will assist them in the performance of their job responsibilities. The level of access provided coincides with the requirements of each employee's job functions. These resources are provided at the public's expense and maintained by SSSD and therefore are to be used by members of the SSSD community with respect for the public trust through which they have been provided. SSSD intends to maintain a nonpublic forum, and the forums created by use of its technological equipment are reserved for SSSD's intended purposes.

SSSD periodically updates technology standards according to Board of Trustees' Policies and Administrative Regulations. Staff members who agree to abide by these defined standards will

have access to appropriate, available resources, with guidance and support provided by the Technology Services Department.

Board Policy 4040 and Administrative Regulation 4040 established ethical standards for the use of technology and technological resources in our schools and offices. Board policies apply to all SSSD staff, whether or not they come into direct contact with students, and cover all technology used while acting in their capacity as a SSSD staff member. This Acceptable Use Agreement provides direction regarding the appropriate and inappropriate use of technology:

- During the performance of duties;
- While at a SSSD location; and/or
- While using SSSD equipment and/or accessing SSSD resources.

Successful operation of such resources requires that all users conduct themselves in a responsible, confidential, ethical, decent, and polite manner, consistent with SSSD Mission and Goals, as well as existing and applicable statutes. This Acceptable Use Agreement does not attempt to articulate all required or prohibited behavior by users. Additional guidance and support is provided by the Technology Services Department.

This document provides direction to SSSD employees regarding electronic communications such as electronic mail, social networking, and publishing web pages on the Internet through SSSD or other web servers. Considerations reflected in this document are:

1. Protecting the welfare of children;
2. Protecting every individual's right to privacy;
3. Protecting intellectual and property rights;
4. Respecting the rights of children's parents/guardians;
5. Assuring web resources are used to promote SSSD's educational goals; and
6. Assuring web resources are of the highest quality and are organized, well-designed, and easy to navigate.
7. Compliance with Internet content override procedures.

Unacceptable behaviors include but are not limited to: creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright, including software, published texts, and student work; political and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material that a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

SSSD employees must follow SSSD protocols when using SSSD technological resources. Modification of such resources must be accomplished with guidance and support provided by the Technology Services Department. For example, a SSSD employee may not download any software or electronic files without implementing virus protection measures that have been approved by SSSD. An employee may not intentionally interfere with the normal operation of

the network, including the propagation of computer viruses and unsanctioned high-volume network traffic that substantially hinders others in their use of the network. This includes causing congestion or disruption of the SSSD network through inappropriate downloads of large files, streaming of unauthorized audio/video content, or other such activities. A SSSD employee may not examine, change, or use another person's files, output, records, or user name for which they do not have explicit authorization. An SSSD employee may not override a website for classroom use without previewing the site for appropriate content beforehand. A SSSD employee may not perform any other inappropriate uses identified by the technology administrator.

SSSD employees, during the performance of duties, must obey all applicable laws and must follow rules of professional conduct. SSSD is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students regarding education records. SSSD is committed to meeting the provisions established in the Health Insurance Portability and Accountability Act (HIPAA), which protects the rights of students and employees regarding protected health information. When technology resources are used to transmit confidential information about students, employees, and/or SSSD business, all appropriate safeguards must be used.

SSSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, SSSD uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. It is understood that there might be occasions when a teacher, for instructional purposes, might need to partially override the Internet content filter to access educational content. In order to receive and retain these privileges for override staff members must:

1. Attend a professional development session annually on current federal/state regulations and district policies and procedures.
2. Only access websites and resources that comply with district and board policies and have been previewed in advance before use in an instructional setting.
3. Only override the filter to access instructionally viable content and resources.
4. Understand that having the ability to have partial override abilities is a privilege that may be revoked at anytime.

Staff members understand they are responsible for previewing any content that will be made available to students to assure it complies with all board and district policies. In compliance with California legislation and E-Rate<sup>1</sup>, SSSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism. SSSD provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals

---

<sup>1</sup> Part of the Telecommunications Act of 1996, E-Rate is a FCC program operated by Universal Service Administrative Company (USAC) that provides discounts for schools and libraries for telecommunication and Internet access services through Universal Service Funds. Discount eligibility is based on the poverty level of students and urban/rural status of the school.

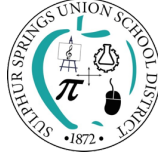
on social networking sites and in chat rooms, cyberbullying awareness and response, and protecting online privacy and avoiding online predators.

A SSSD employee, acting in an individual capacity and outside the scope of employment, may, during nonworking time, express views and opinions that do not necessarily state or reflect those of SSSD. Any such expression shall neither state nor imply that it is made on behalf of SSSD. A SSSD employee shall not communicate information otherwise prohibited by SSSD policy or procedures using technological resources.

A SSSD employee does not have an expectation of privacy in workplace electronic communications. Computer files and communications over electronic networks, including e-mail, voice mail, and Internet access, are not private. To ensure proper use, the Superintendent/designee may monitor SSSD's technological resources, including but not limited to e-mail, voice mail systems, and Internet usage, at any time without advance notice or consent and may copy, store, or delete any electronic communication or files and disclose them to others as it deems necessary or required by law. A SSSD employee acting within the scope of employment, should conduct SSSD business only on SSSD sanctioned systems. A SSSD employee may not consume time on non SSSD business, and the employee's use of SSSD equipment is expected to be related to SSSD's goals of educating students and/or conducting SSSD business. SSSD recognizes, however, that some personal use is inevitable and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with SSSD business, and is not otherwise prohibited by SSSD policy, procedure, or statute.

Although SSSD will make a concerted effort to protect staff from adverse consequences resulting from use of SSSD technology resources, all users must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities. Users are ultimately responsible for their actions in accessing and using SSSD computers and/or mobile devices and the SSSD network. SSSD accepts no liability relative to information stored and/or retrieved on SSSD-owned technology resources. SSSD accepts no liability for employee-owned technology resources used on SSSD property.

SSSD employees are expected to review, understand, and abide by the policies described in this document, Board Policy 4040, and Administrative Regulation 4040. The employee's signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign SSSD's Acceptable Use Agreement annually. SSSD supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Policies are kept on file at SSSD. Any employee who violates any provision of this Acceptable Use Agreement shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities.



***Sulphur Springs Union School District***  
**STAFF ACCEPTABLE USE AGREEMENT**

***Acknowledgement***

SSUSD by the policies described in this document and the accompanying procedures provided by the Technology Services Department. The employee's signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign SSUSD's Acceptable Use Agreement annually. SSUSD supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Agreements are kept on file at SSUSD. Any employee who violates any provision of this Acceptable Use Agreement shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to revocation of all District technology privileges, disciplinary action, up to and including termination or criminal prosecution by government authorities.

Below you will find the instructions on how to access the reading material online.

Staff Acceptable Use Agreement:

- 1) Visit our district website at [www.sssd.k12.ca.us](http://www.sssd.k12.ca.us)
- 2) Click on **Sign In** (bottom right hand corner)
- 3) Log into the site using **Screen Name:** sssdemployee and **Password:** s5sd/Employee
- 4) Highlight the **Departments Tab**
- 5) Click on **Personnel Services**
- 6) Under **Resources** click on Staff Acceptable Agreement
- 7) Once you have read the agreement, fill out the information below and submit to the Pupil Services Department.

I have read and understand this Acceptable Use Agreement.

Certificated       Classified

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

(Please Print)

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