

USD #325 Communication Technology Responsible Use Policy: Staff

I will follow school rules and policies while I am using all forms of technology.

I will not use any electronic device to harass, threaten or bully others.

I will not view, send or display inappropriate messages or pictures. This includes material that promotes violence, discrimination, illegal activities, or is sexually explicit. If I encounter inappropriate material, I will immediately exit and inform my building supervisor or tech assistant.

I will model responsible use of all technology carefully and not damage, change or tamper with the hardware, pre-installed or district provided software, settings, or the network.

I will model appropriate use of copyright, respecting copyright laws and citing sources in my work.

I will not intentionally introduce a virus or cause a denial of service to other users. I will not link the school website to inappropriate websites.

I will only print the minimum number of pages necessary for my duties.

I will use the computer, the Internet, email and other software in support of teaching and learning. I understand all such use may be monitored.

I will use only my passwords and will not share them. I will not trespass in the files or folders of others.

I will use my files and folders on the server, on my device or in the Cloud responsibly. I understand my files and electronic devices issued by the district are not private but subject to viewing, monitoring and/or archiving.

I will follow and model safe Internet practices.

I will follow recommended practices for care, maintenance and safekeeping of all district devices.

I will report any loss or damages immediately and understand I am responsible for the cost of repairs.

STAFF RUP

Print Name _____ Building _____ Assignment _____

Updated 03/2021

USD #325 provides communication technologies to its staff and students in support of teaching and learning. Some material accessible via the Internet may contain items that are illegal, defamatory, offensive, or of no educational value in a school setting. USD 325 maintains devices as per federal requirements with respect to filtering of Internet and network usage.

If the guidelines set forth in the responsible use policy are violated, a staff member may lose access to communication technologies and may face disciplinary consequences and legal action. We require staff members to read, accept and sign these policies for responsible use of communication technologies.

Staff Signature _____

Date _____

Administrator Signature _____

Date _____

Table of Applicable Replacement/Repair Charges:

Laptop Charger	Brick 30W: \$49.00 Cable USB C: \$19.00
Laptop Damage	Based on cost of repairs and incident
iPad Screen	\$75.00
iPad Charger	Brick \$20.00 Cord \$20.00 Both Brick and Cord: \$40.00
iPad Case	\$25.00
iPad Internal Damage: Anything requiring screen removal to fix such as volume button, home button, etc.	\$30.00+ depending on damage