

Staff Responsible Use Policy - G-160

Purpose

The purpose of the Public Schools of Northborough and Southborough Staff Responsible Use Policy (RUP) is to support an environment that promotes educational excellence. Technology use must be consistent with District educational and administrative objectives. The Public Schools of Northborough and Southborough provide a variety of resources in support of our instructional and administrative programs. Students and staff may also, at times, use their personal information and communication technologies for educational purposes. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically and respectfully.

Access to District technology resources is a privilege and not a right. The RUP outlines the responsible use of these resources. This policy is in effect when District provided equipment (laptops, tablets, etc.) is used on or off school property and when using personal devices to access the district network or district resources. The end user accepts the terms of the Staff Responsible Use Policy by accessing District technology resources.

Monitoring and Privacy

The Public Schools of Northborough and Southborough filters network access, as much as reasonably possible, to visual, audible and written depictions that are obscene, pornographic, or harmful to minors. The District can and will monitor user online activities and access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of the District's equipment, network, and/or Internet access or files, including email.

Users may have individual computers or computer accounts, and while users may make incidental personal use of District technology resources, ultimately The Public Schools of Northborough and Southborough has ownership over, and the right to obtain access to the systems and contents. Incidental personal use is permitted so long as it does not violate this policy, the rules of an employee's local unit, or other District policies.

Confidentiality and Data Guidelines

The Public Schools of Northborough and Southborough prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of information. In addition, it is the District's policy to protect information belonging to third parties that have been entrusted to the District in a manner consistent with its sensitivity and in accordance with all applicable agreements and laws.

Users also are responsible for bringing all known information security vulnerabilities and violations that they notice to the attention of the technology department. Users with personal devices are responsible for securing access to their device's data, and all applications and systems software that provide the capability of connecting to the District's technology resources.

District and school use of technology resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. Any distribution of these materials beyond school appropriate use is strictly prohibited. Distributed audio and video recordings of classroom activities shall be age appropriate, will safeguard students identification, and adhere to district policies and state/federal laws.

All District users must respect the copyrights in works that are accessible through devices connected to the District network. Federal copyright law prohibits the reproduction, distribution, public display or public performance of copyrighted materials without permission of the copyright owner, unless fair use or another exemption under copyright law applies. The unauthorized distribution of copyrighted material, including unauthorized file sharing, violates the Copyright Act and may subject you to civil and criminal liabilities.

Communication and Social Media

For guidelines regarding electronic communication and staff use of social media please see the Employee Social Media Policy for the Public Schools of Northborough and Southborough.

The District complies with legislation including, but not limited to:

- The Children’s Internet Protection Act (CIPA);
- Children’s Online Privacy Protection Act (COPPA);
- Family Educational Rights and Privacy Act (FERPA);
- Freedom of Information Act,
- The Massachusetts Public Records Law; and
- Digital Millennium Copyright Act (DMCA)

Disclaimer

Any violation of this policy or applicable City, State and Federal laws will be subject to investigation and/or disciplinary action, up to and including termination of employment and referral to state or federal law enforcement authorities in the appropriate cases.

I acknowledge that I have read and that I understand the *Staff Responsible Use Policy*.

Signature

Date

Adopted:	March 5, 1997
Revised:	October 30, 2000
Revised:	March 6, 2002
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Revised:	March 20, 2019