**LANCASTER SCHOOL DISTRICT**

**Employee - Technology Use Policy Agreement**

May 2020

 The goal in providing electronic information services to employees is to promote efficiency and excellence in the workplace by facilitating resource sharing, innovation, communication, cooperation, and collaboration. Access to these technologies entails responsibility. The use of an assigned account must be in support of education, business, research, and/or within the educational, professional or personal employment goals, roles, responsibilities and objectives of the Lancaster School District. Users grant consent to the school district to access all district owned electronic devices, the information created on those devices, and all information sent or received.

District technology includes, but is not limited to, computers, network, switches, servers, wireless network, the Internet, email, USB drives, access points, routers, tablets, smart phones, cellular phones smart devices, wearable technology, any wireless communication device including emergency radios and/or future technology innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices. All devices that use the district internet are monitored through the filter, including personal devices on campus. District issued devices may be monitored through the filter at all times including weekends and non-work days.

 Individual users of district computer networks are responsible for their behavior and communications over those networks. Staff members should be aware that on-line services are not free of objectionable materials. Staff members bear the same responsibility for Internet use as they exercise with information sources such as television, telephones, movies and radio. To protect against unauthorized use, all users must use their own password and keep that password secure. If an employee suspects that his/her user name and/or password had been compromised, technology services should be contacted as soon as possible.

Material to be published must not display, access, or link to sites deemed offensive by this LSD Technology Use Policy. All published material must have educational value and/or support the district guidelines, goals, and policies as well as conform to the Internet/Intranet Publishing Guidelines. Only materials authorized by the site/department administrator will be published on LSD Internet/Intranet servers. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations, and policies of the Lancaster School District are forbidden. All personnel must have on file an Acceptable Use Policy Agreement.

It is the express responsibility of all adult users of the district network to ensure that personal information related to students and staff is protected from unauthorized disclosure. Essentially, this means that personal student and staff data must NEVER be transmitted via unencrypted e-mail, file transfer or other means. It also means that protected student and staff data must ONLY be maintained on the District network storage system and NEVER on personal media (e.g. computer hard drives, CDs, floppy disks, USB flash drives, removable hard drives, or personal cloud storage services like

Dropbox, Apple iCloud, etc.)

Plagiarism is prohibited and users are expected to adhere to all state and federal copyright laws. Transfer or use of copyrighted material without the express consent of the owner is a violation of Federal Law.

The licensing terms of software programs and services not purchased by the district may not permit their legal use on our network. In addition, many non-standard software applications are not designed to operate efficiently or reliably in an enterprise network such as ours. For these reasons and to facilitate the general integrity of the network, the installation, storage, or running on the district’s network of programs, applications or utilities not explicitly authorized by the Technology Department is generally prohibited. Therefore, do not change workstation settings or add software to computers unless you are otherwise authorized.

As a federally tax-exempt nonprofit organization, District users must not participate in campaign activity for or against political candidates or any lobbying activities. Therefore, any use of the network, technology equipment or services including e-mail and websites, to advocate for or against any political party, platform, issue, office or election, is prohibited.

 Network storage files are treated like any other staff work in progress. Network administrators may review files and communications to maintain system integrity and insure that staff members are using the system responsibly. Staff members should not expect that files stored on district servers and computers will always be private. The district expects that all users comply with the Technology Use Policy (published at http://www.lancsd.org ) and will honor the agreements they have signed.

 Employees shall report any security problem or misuse of district technology to the Superintendent or designee. Signing this agreement releases the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Lancaster School District makes no guarantee that the services provided will be error-free or without defect. The district is not responsible for any damage suffered including, but not limited to, loss of data, disruption of service or

malfunction/destruction/loss of personally-owned technologies or other personal property.

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**Staff Member’s Name (Last, First, Middle Initial) Work Site**

**The following are prohibited and may result in a loss of access as well as disciplinary or legal action.**

* Accessing, sending or displaying offensive messages or pictures
* Harassing, insulting, or attacking others
* Wasting limited resources, e.g., spamming, Streaming Video / Audio when asked to refrain from excessive use
* Mass distribution of email without supervisor’s approval
* Intentionally tampering (hacking) with or damaging computers, computer systems, or computer networks
* Violating laws (including copyright laws, plagiarism, FERPA, HIPPA)
* Using another’s account/password
* Failure to follow procedures for working on live platforms with students or staff members.
* Distributing or posting another’s account/password
* Defacing/damaging district equipment
* Employing district technology for commercial purposes, personal gain, political lobbying, or religious advocacy is prohibited
* Giving out anyone’s home address, phone number or other personal information
* Trespassing in another’s folders, work, or files
* **Unauthorized installation of software and hardware**
* Violating any provision set forth in the

Lancaster School District Technology Use

Policy

In compliance with CIPA, I will teach my students about Digital Citizenship annually.

(Initials)\_\_\_\_\_\_\_\_

**Staff - Technology Use Policy - Agreement**

I have read and understand the Lancaster School District - Technology Use Policy (published at

http://www.lancsd.org ). I grant consent to the district to access district owned devices, information created on those devices and all information sent or received. I understand that Internet sites are filtered for objectionable materials and that my electronic access and network accounts may be monitored. I understand that access to objectionable sites must be reported to Tech Services so they may be reviewed and blocked. I will report any security problem or the misuse of district technology to Tech Services. I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from failure of any technology protection measures employed by the district. I hereby agree to comply with the above-described conditions of acceptable use

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Employee’s Printed Name Employee’s Signature Date