

**ANDERSON COMMUNITY SCHOOL CORPORATION
TECHNOLOGY ACCEPTABLE USAGE POLICY
STAFF AGREEMENT**

The use of Anderson Community School Corporation technology is a privilege, not a right. Staff members are responsible for their own conduct when using Anderson Community School Corporation technology.

Definitions

As defined in this policy, the term technology includes, but is not limited to: all computers; printers, scanners, peripheral equipment; networks; Internet resources, including production of Web content, all forms of Web-based synchronous and asynchronous communication including electronic mail, and file transfer protocol; multimedia, video, laser, cable, TV, telephone, and fax equipment; mobile and physical lab equipment; all software and files, including all user files generated from the use of the resources listed herein; as well as the supplies used to maintain technology.

Users must understand that all network activity is under the direction of Anderson Community School Corporation and may be monitored, including, but not limited to: all Internet addresses and searches; Anderson Community School Corporation e-mail (any @acsc.net account); Anderson Community School Corporation's Student Information System; Personal e-mail (including but not limited to @yahoo.com, @gmail.com, @aol.com); Instant Messages; Social Networking Activity (including but not limited to Facebook, LinkedIn, Twitter); User created web pages; Documents, including attachments.

Technology Code of Ethics

1. **Respect the corporation's property.** All technology is the property of Anderson Community School Corporation.
2. **Do not move, damage, or alter corporation technology assets.** Desktop technology is not assigned to personnel, but rather to specific physical room locations. No one is to intentionally move, damage or tamper with desktop technology. Desktop and laptop technology can only be moved or reassigned by the Technology Director, Building Principal, or Principal's Designee.
3. **Remember that technology is primarily for educational use.** This includes but is not limited to the use of the Internet, electronic mail, local and wide area networks, and other digital resources. Excessive activity regarding sales or promotions of products or services; unauthorized solicitations on behalf of charities, persons or organizations; and/or political lobbying is strictly prohibited.
4. **Be courteous and use school-appropriate language and content.** Do not harass, threaten or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, or use profanity or obscene, explicit or offensive material.
5. **Protect your privacy and safety.** Do not disclose personal information such as your telephone number, address, location or passwords.
6. **Recognize and respect the intellectual property of others, including work and online materials.**
7. **Do not knowingly violate copyright law; licensing restrictions; contracts and other local, state, and federal laws; school board policies and regulations; as well as school-based guidelines.**
8. **Respect the integrity of Anderson Community School Corporation's networks.** Only enter systems for which you are authorized. Do not attempt to circumvent or subvert system security. Do not tamper with, alter or cause disruption of networks.
9. **Report user misconduct, suspected viruses and technical problems immediately.** This information is critical so that action can be taken to minimize possible damage to technology.
10. **Report student technology violations to your building administrator.** Do not attempt to conduct an investigation on your own; this may be construed as an illegal attempt to gain access.
11. **Monitor students appropriately in order to help ensure they are visiting acceptable sites; complying with the Acceptable Use Policy and technology rules; and enhancing the educational curriculum.**

12. **Use technology responsibly.** Consider the needs of others when using shared or networked computers, printers, or other technological resources. Conserve resources including but not limited to electricity, file storage space, bandwidth, toner, and paper. Do not damage or alter hardware, software, electronic systems or networks.

Areas of Responsibility

School staff are responsible for informing students and their parents of the Technology Code of Ethics through the distribution of the school handbook. It is the responsibility of staff members to assist in the enforcement of the Acceptable Use Policy. Students in their charge who have not returned the appropriately signed Acceptable Use Statement included in each school's Student Handbook may not use Anderson Community School Corporation technology.

Anderson Community School Corporation is not responsible for any unauthorized access or damages resulting from the loss of data, delays, service interruptions, or the accuracy or quality of information obtained through its electronic resources.

Anderson Community School Corporation is not responsible for staff use of technology resources outside of school. Staff may be held accountable for technology use that would materially and substantially interfere with the operation of Anderson Community School Corporation or that negatively impacts the ability or fitness of any staff person to effectively serve the school.

Electronic Mail (e-mail)

All Anderson Community School Corporation staff members must be aware that e-mail is not a secure form of communication. The information system and the information placed or stored on the district's e-mail system are school property and may be considered a public record for disclosure purposes.

Only send e-mails whose content can be displayed publicly. If not, consider rephrasing or using an alternative means of communication. E-mail should be used primarily for educational purposes. E-mail can be used to communicate with parents. Parent-teacher communication via e-mail is not secure and, as any other e-mail, can become a public record.

E-mail also has enormous potential for misuse and can increase the risk of litigation. All staff members must be alert to the legal risks posed by this form of technology. All staff members are expected to use e-mail in a responsible, effective, and lawful manner.

Staff members should initiate e-mail with students through corporation accounts. Any necessary e-mail exchange with students should be professional in tone, short and to the point.

Limitation of Liability

Anderson Community School Corporation makes no guarantee that the functions or the services provided by or through the Corporation system will be error-free or without defect. The Corporation will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Corporation is not responsible for the accuracy or quality of the information obtained through or stored on the system. All users make use of the information obtained at his/her own risk. The Corporation will not be responsible for financial obligations arising through the unauthorized use of the system.