



PREPARING STUDENTS FOR
**LIFE BEYOND THE
CLASSROOM**

est. 1991

Accredited by NCASES and Middle States Association

301 - ACCEPTABLE USE POLICY FOR SCHOOL TECHNOLOGY (STAFF)

Approved by the Board of Directors on 9/10/2019

Policy

PROPER & ACCEPTABLE USE: Internet access is available to all staff members at The Phoenix Center (TPC). This document is the **Acceptable Use Policy (AUP)** for use at TPC. This Internet system has been established for a limited educational purpose to include development of classroom activities, student career development, and therapeutic intervention. This policy includes, but is not limited to the use of computers, Chromebooks, mobile devices, internet access, google apps for education suite, and internet applications. TPC has the right to place reasonable restrictions on the material accessed or posted, the training you need to have before you are allowed to use the system, and to enforce all rules set forth in the school code and laws of the State of New Jersey. Further, this network may not be used for commercial purposes to offer, provide or purchase products or services through the system. If the staff member violates any of the provisions of the Acceptable Use Policy, he or she will be subject to disciplinary action.

Staff disciplinary actions may include, but are not limited to:

- 1. Progressive discipline up to and including termination**
- 2. Legal action and prosecution by the authorities**

INTRODUCTION: TPC provides computer equipment, computer services, and Internet access to its staff for educational purposes only, offering vast, diverse, and unique resources to promote educational excellence.

The computer system is the property of TPC, and all computer software and hardware belong to it. Therefore, TPC retains the right to monitor all access to and use of the Internet, e-mail, computers and network. The system is designed to keep a record of all activity on and off the Internet, and this information is also TPC property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private.

The computer system is the property of TPC, and all computer software and hardware belong to it. Therefore, TPC retains the right to monitor all access to and use of the Internet, e-mail, computers, iPads/mobile devices and network. The system is designed to keep a record of all activity on and off the Internet, and this information is also TPC property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private. TPC will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. TPC is not responsible for accuracy or quality of the information attained through or stored on the system. TPC will not be responsible for financial obligations arising from unauthorized use of the system. Users are required to take full responsibility for their use of TPC Network and the Internet access.

TPC is in compliance with the *Children's Internet Protection Act* and has installed technology protection measures for all computers in TPC, including computers in media center, classrooms, offices and therapy rooms that block and/or filter visual depictions that are obscene as defined in section 1460 of Title 18, United States Code; child pornography, as defined in section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image files or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex

or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political or scientific value as to minor.

TPC will certify on an annual basis, that the school is in compliance with the *Children's Internet Protection Act* and that the school enforces the requirements of this Policy.

Procedure

USER ACCOUNT PASSWORDS: Any person to whom an account is given is the *only* person to use that account. Each user is responsible for the security of the system. **Passwords should not be shared or written down.** If a user shares a password with another, that user is as responsible for any ensuing action as the person performing the action and will be held accountable.

THE INTERNET is an electronic highway, connecting thousands of computers all over the world, which can give staff access to a variety of rich, educational resources. To access the Internet at school, staff will be using school-issued iPads, iPods, Chromebooks, or computers. Should staff bring in their own devices, they can utilize the Internet; however, cannot the school's server. TPC assumes no responsibility for the security of or damage to any privately-owned technology brought to school by a staff member.

The educational value of appropriate information on the Internet is substantial and invaluable. The Internet is composed of information provided by institutions and people all over the world; however, also includes material that is not of educational value in the context of the school setting. There is information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. TPC does not condone or permit the use of this material and has the right to place reasonable restrictions on the material that is accessed or posted through TPC's network.

Internet access is available to staff throughout the school building.

E-MAIL: Certified and office staff members are issued TPC e-mail accounts with a password, that cannot be changed. Paradigm Pioneers manages the security of these accounts with SonicWALL.

SOCIAL NETWORKING/CHAT ROOMS (including Facebook, Face Time, Twitter, Skype, etc.): Chat rooms and social networking including but not limited to Face Time, Facebook, Skype, and Twitter are not to be used on school computer/devices for reasons other than educational purposes. TPC staff must adhere to the Employees Social Networking Policy.

FILTERING TECHNOLOGY: TPC has installed and engaged Internet filtering software. This software is employed both in compliance with the *Children's Internet Protection Act* as well as our belief that we must do our best to support our students' learning in a manner that supports TPC's mission and provides for a safe learning environment. The filtering criterion employed is based upon the requirements of the *Children's Internet Protection Act*. Use of filtering software cannot guarantee that all inappropriate sites can never be accessed; however, it drastically reduces that opportunity.

SCHOOL-PROVIDED DEVICES: For the purposes of this Policy, "device" shall include, but not be limited to, portable devices such as computers, laptops, Chromebooks, tablets, cellular telephones, or any other computing or electronic devices TPC provides to staff to be used as part of the development of educational and therapeutic programs.

1. Staff are expected to report any hardware or software problems in the operation of the device to the Integrative Technology Coordinator in a reasonable amount of time.

USER SAFETY: Users are not to post, publish or send personal information about the students. Personal information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

ACTIVITIES THAT ARE PERMITTED AND ENCOURAGED:

1. investigation and research in support of school studies;
2. investigation and research of opportunities outside of school that are related to community service, employment or college information.

ACTIVITIES THAT ARE NOT PERMITTED:

1. saving students' confidential records i.e. any student record with identifying information that would cause unauthorized access to students' records, progress reports, staffing minutes, Present Level of Academic Achievement Functional Performance (PLAAFP), on a thumb drive or any other portable device without password protection;
2. searching, viewing, sending or retrieving materials that are not related to school work, community service, employment or college information;
3. plagiarism, copying, saving or redistributing copyrighted material. Users should assume that all material is copyrighted unless explicitly noted. Source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from a text book or periodical;
4. subscription to any publications or services or ordering of any goods or services including buying, selling and trading of stocks and bonds;
5. the use of personal devices (e.g. phone, camera, iPad, etc.) to capture still or moving images of students;
6. any use of TPC computers/devices for financial gain;
7. playing games or using other interactive sites such as chat rooms or any forms of social networking, unless specifically assigned by a teacher;
8. unauthorized access, including "hacking," and any activity that violates a school rule or a local, state or federal law;
9. searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials;
10. forging e-mail messages or using an account owned by others;
11. gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user;
12. invading the privacy of others;
13. posting anonymous messages.

Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law.

If anyone has any questions about whether a specific activity is permitted, he or she should ask a supervisor and/or administrator. If you mistakenly access inappropriate information, you should immediately tell your supervisor, or the Instructional Technology Coordinator. This will protect you against a claim of intentional violation of this policy.

TECHNOLOGY RULES OF CONDUCT

HARDWARE, NETWORKS and SERVERS:

1. Never share your password. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable.
2. Treat all hardware with respect. Use it in a way that will not cause damage.
3. Do not change settings, configuration, or in any manner make changes to the way a device operates or is viewed.
4. Do not attempt to circumvent any management controls.
5. Unauthorized access including "hacking," and other unlawful activities will be prosecuted.
6. Hubs, routers, servers, or connectors are off-limits to all but IT department staff.
7. Do not adjust, connect, or disconnect components.

8. Do not open school hardware.
9. No food or drink near computer stations or devices.

SOFTWARE:

1. Always honor copyright laws and licenses.
2. Staff may install software in cooperation with and consent of the IT department.
3. Do not change, copy, or delete software.
4. Virus protection is provided through the network; however, caution should be used.
5. Do not attempt to circumvent any software controls.

INTELLECTUAL PROPERTY:

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher or the Instructional Technology Coordinator.

RULES FOR COMMUNICATING WITH OTHERS VIA E-MAIL

1. Only e-mail students' confidential records through TPC password protected e-mail account; i.e. any student record with identifying information that would cause unauthorized access to students' records, progress reports, staffing minutes, Present Level of Academic Achievement Functional Performance (PLAAFP);
2. Do not send e-mail that harasses, insults or attacks others.
3. Do not send or display offensive messages or pictures.
4. Do not forge a message or use another's account.
5. Use proper and appropriate language, grammar, and spelling.
6. *Never* give out personal information (Name, address, age, etc.) about yourself or others.
7. If you receive inappropriate e-mail through, immediately notify your supervisor and/or the IT department.

RULES FOR INTERNET USE

1. Sites and materials accessed must be for educational purposes, supporting curriculum studies and TPC's mission.
2. Only files accessed for educational purposes and supporting TPC's mission, may be downloaded.
3. Do not bookmark or share the addresses of pages that are inappropriate.

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PENALTIES FOR MISUSE OF TECHNOLOGY

Technology and Internet use is a privilege extended by TPC, and not a right. Breaking any of the rules is therefore a violation of that privilege and will have consequences, which will be enforced by the Principal and/or human resource manager.

Staff disciplinary actions may include, but are not limited to:

1. **Progressive discipline up to and including termination;**

2. Legal action and prosecution by the authorities.

The severity and/or frequency of the offense will determine the consequence ranging from an unspecified length of time to permanent exclusion from technology use.

Questions or concerns please contact:

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This is a living document and subject to revisions. TPC may modify these rules and guidelines at any time and will publish the current AUP documents on its web site at: www.thephoenixcenternj.org