

5062--TECHNOLOGY ACCEPTABLE USE POLICY-EMPLOYEES

Purpose

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. Cedar Catholic Jr.-Sr. High School's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All Cedar Catholic Jr.-Sr. High School employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of Cedar Catholic Jr.-Sr. High School's technology are outlined below.

Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of Cedar Catholic Jr.-Sr. High School's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of Cedar Catholic Jr.-Sr. High School's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Employees are expected to use technology and network resources in accordance with this policy.

Access to the Cedar Catholic Jr.-Sr. High School wireless network WILL be restricted to Cedar Catholic Jr.-Sr. High School approved electronic devices from 7:30 a.m. to 5:00 p.m. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for employees and others to bypass the school network is prohibited while on school premises.

Employee Responsibilities and Acceptable Use

Employee access to technology is a privilege, not a right. Employees are expected to use technology in a responsible manner consistent with Cedar Catholic Jr.-Sr. High School's educational and religious objectives. The following list provides some examples of employee responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of Cedar Catholic Jr.-Sr. High School, and should be respected at all times. Employees are responsible for reporting any misuse.
2. Employees must use his/her real identity when using Cedar Catholic Jr.-Sr. High School's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Employees may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. If an employee believes his or her password has been compromised, the employee must immediately report this concern to the Administrator.
6. Employees are responsible for all actions taken under an employee's username and password.
7. With the exception of an Apple ID, employees should always use his/her Cedar Catholic Jr.-Sr. High School email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between employees and students **must** be made via Cedar Catholic Jr.-Sr. High School's internal email system. Electronic communications between employees and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Employees should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Employees must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Employees should never provide personal information online or share any

- information the employee does not want made available to the public.
12. Employees should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for preparing lesson plans.
 13. Employees are responsible for regularly checking their Cedar Catholic Jr.-Sr. High School email accounts.

Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of Cedar Catholic Jr.-Sr. High School. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass Cedar Catholic Jr.-Sr. High School's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by administration.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or employee without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including Cedar Catholic Jr.-Sr. High School's website, email program, social media or other internet sites.
- To share personal information or information about any student or employee to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files or personal photos on Cedar Catholic Jr.-Sr. High School computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class.
- To utilize encryption or software to hide activity that violates Cedar Catholic Jr.-Sr. High School's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

Social Networking (Facebook, Twitter, Texting, Blogs etc.)

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If an employee uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, Cedar Catholic Jr.-Sr. High School reserves the right to take any disciplinary action it deems necessary to protect students and other employees.

Guidelines for social networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, administrators, or God to see.
- Follow Cedar Catholic Jr.-Sr. High School's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone.

No Expectation of Privacy

Cedar Catholic Jr.-Sr. High School sets the terms and conditions of technology use. Employees should have no expectation of privacy or anonymity while using technology and network resources provided by Cedar Catholic Jr.-Sr. High School. All content created, sent, accessed or downloaded using any part of Cedar Catholic Jr.-Sr. High School's technology or network resources is subject to the rules stated in this policy. Cedar Catholic Jr.-Sr. High School reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Employees should never assume that emails, files, or other content created or stored on Cedar Catholic Jr.-Sr. High School's network will be maintained as private or confidential. Should Cedar Catholic Jr.-Sr. High School determine there is a reasonable need to do so, it reserves the right to search employees' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

Disciplinary Action

Violations of this Technology Acceptable Use Policy may result in appropriate disciplinary action (up to and including termination). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Employees who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify Cedar Catholic Jr.-Sr. High School's administration.

Access to Inappropriate Materials on the Internet/Disclaimer

Cedar Catholic Jr.-Sr. High School currently utilizes an internet content filtering system that reduces employee access to offensive and pornographic materials. However, no filtering system is foolproof and Cedar Catholic Jr.-Sr. High School cannot entirely control what employees may or may not locate on the internet. While Cedar Catholic Jr.-Sr. High School allows employees to access the internet for educational purposes only, employees may have the ability to access inappropriate materials. Cedar Catholic Jr.-Sr. High School is not responsible for the content of the information or materials employees may retrieve from the internet. Employees who inadvertently access inappropriate materials must report the incident to Cedar Catholic Jr.-Sr. High School's administration immediately.

Policy Revision: July, 2020

EMPLOYEE ACKNOWLEDGMENT FORM

I, _____, acknowledge receipt of the “Technology Acceptable Use Policy” and I further acknowledge that I have read the document, understand my obligations as outlined in the document, and agree to abide by the terms of the document while employed by Cedar Catholic Jr.-Sr. High School.

Employee

Date