Reading Public Schools
Staff Computer/Network/Internet/Telephone User Agreement

Introduction

We are pleased to offer the staff of the Reading Public Schools access to the district computer network resources, electronic mail, telephone, voice mail and the Internet. These Acceptable Use Guidelines serve as a written agreement between the Reading Public Schools and its staff. It outlines the appropriate uses for technology, phone, email, internet, and voice mail in the district as well as the potential consequences for failure to adhere to those guidelines. To use these resources, all staff must sign this form and return it to their building principal or the HR Administrator. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Building Principal.

General Network and Technology Use

Technology in the Reading Public Schools will be used in collaboration with curriculum. Computers and other technology equipment are tools used to support the teaching and learning process. The network is provided to staff for educational purposes only that will enhance the teaching and learning process. Each staff member is expected to take individual responsibility for his or her appropriate use of the Internet and follow all conditions and rules of technology use as presented by the Reading Public Schools.

Network storage areas may be treated like school lockers. Network administrators and administration may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should assume that files stored on the district servers will always be public and available for anyone. Employees should not have any expectation of privacy with regard to any communication passing through the schools' systems or material generated or stored on the schools' systems. For example, employees who access their own personal, internet-based email accounts via the schools' systems must assume that such emails are no longer private.

User's Privileges and Responsibilities

Users of Reading Public Schools equipment may:
1. Use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.
2. Access information from outside resources which facilitate learning and enhance educational information exchange.
3. Access district networks and the Internet to retrieve information, facilitate learning and enhance educational information exchange.
4. Use their reading.k12.ma.us electronic mail in lieu of other personal email accounts and for purposes directly related to work-related activities.

Users are responsible for:
1. Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the educational mission of the Reading Public Schools.
2. Maintaining the privacy of passwords.
3. Keeping all inappropriate materials, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via the Internet.
4. Keeping hardware and software from being removed from school premises without prior consent.
5. Using only personal computers with the district network system that has been approved by the network manager.
6. Maintaining the integrity of the e-mail system and making only those e-mail contacts, which facilitate learning and enhance information exchange.
7. Keeping all food and drink away from computers, printers, etc.
8. Adhering to all copyright guidelines and avoiding plagiarism.
9. Adhering to the rules established for the use of hardware, software, labs, and networks in the school and through remote access.
10. Engaging in no harassment, bullying, hazing, or cyberbullying. The Reading Public Schools Bullying, Harassment and Discrimination Policy, which is distributed to all school employees, is applicable to Internet conduct.
11. Removing all personal photos and music from the network and storing them on their own storage (i.e. cloud, memory key, etc.)
12. Returning all Reading Public School owned hardware and software when their employment in the Reading Public Schools has ended.

Internet / World Wide Web / E-mail Access

Access to the Internet and district (reading.k12.ma.us) e-mail will enable staff to use thousands of libraries and databases. Staff should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, Staff, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The activities listed below are not permitted:

- Using a code, accessing a file, or retrieving any stored communication unless they have been given authorization to do so
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, bullying, cyberbullying, insulting or attacking others. The Reading Public Schools Bullying, Harassment, and Discrimination Policy is applicable to internet use.
- Using social networking websites that do not support teaching and learning. Please refer to the Reading Public Schools Social Networking Guidelines which are attached to this AUP.
- Participating in any communications that facilitate any illegal activities or violate any other laws
- Transferring, copying, or downloading any non-educational material that does not support teaching and learning such as music or inappropriate images
- Damaging or modifying computers, computer systems or computer networks
- Removing hardware and/or software from school premises without prior consent
- Eating food and drink near computers
- Violating copyright laws and committing plagiarism
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Utilizing district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system
- Using non-Reading Public School email accounts for educational purposes or purposes related to their profession

Audit of Use

The Superintendent or designee shall establish a process to determine whether the district's education technology is being used inappropriately. The process shall include, but
not be limited to:

1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors.
2. Maintaining and securing a usage log.
3. Monitoring online activities.

Consequences

Failure to adhere to the technology conditions and rules of the Reading Public Schools will result in disciplinary action, which could include but not be limited to the following:

- Revocation of access to any Reading Public Schools computers in the building
- Revocation of network privileges and/or access
- Possible disciplinary action

The ultimate consequences are at the discretion of the Superintendent of Schools.

Disclaimer

The Reading Public Schools make no warranties of any kind for the technology services provided. The school system will not be responsible for repair or replacement of equipment maliciously damaged by an individual. Protection of data is the responsibility of the user. The district will not be responsible for any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network.

Changes in the Acceptable Use Guidelines for Computer and Internet Use

The Reading Public Schools reserve the right to change these Guidelines at any time.

Reading Public Schools Social Networking Guidelines

1. Internet AUP still in force

This policy is adopted in addition to, and not as a substitute for, the School District's Internet Acceptable Use Policy, which governs use of the school district's technological resources.

2. General Concerns

The Reading Public Schools recognizes the proliferation and, in some instances, usefulness, of online conversation between Staff and students. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's own professional life and personal life will be blurred. Our staff should always be mindful of how they present themselves to the world, online and otherwise. Should an educator "friend" a student on Facebook, subscribe to a student's "twitter" account, regularly engage in email "chat" with a student, exchange text messages with students or engage in other electronic communication, the school district is concerned, and the educator should be concerned, that such activities may undermine the educator's authority to maintain discipline, encourage inappropriate behaviors and compromise the educator's ability to remain truly objective with his or her students.

3. Expectations of Staff

With these concerns in mind, the Reading Public Schools has instituted this "Social Networking Policy" and announce its expectations for staff members' use of social networks such as Facebook, Linked-In, Twitter, personal email accounts, text message features of cell phones, use of blogs, and other electronic or technological based communication systems.

1. Before endeavoring to establish any social networking account, staff should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to "privatize" the information they place online. Staff must educate themselves to these features of Facebook or any other social networking site you select. They will be responsible should any information that is intended to be "private" becomes "public" due to ignorance of the features of the social network that are being used or failure to properly use such features.

2. You must also know that any information you share privately with a recipient could be re-distributed by such recipient, without your knowledge or consent. The same principles you apply to in person communication should be applied to online conversation: use discretion, and do not place your trust in individuals who have not proven themselves trustworthy. In essence, nothing you post online is ever truly "private".

3. The Reading Public Schools district expects staff to keep the line between their professional life and their personal life clearly drawn. There is no reason why this cannot be done, even in light of the proliferation of social networking sites. All that is required is some forethought before using social networking for both your professional and personal life, to be sure that these lines never become blurred. For example, if the district does not maintain a web portal for communications with students and families and an educator wishes to establish a Facebook account through which he or she will communicate with students, he or she should establish a Facebook identity that is separate from his/her "personal" Facebook identity. He/she should only use his/her educational Facebook account to communicate with students on matters directly related to education. The "friends" associated with such educational Facebook accounts should only be members of the educational community, such as administrators, Staff, students, and parents of such students. It is strongly recommended that Staff will reject friend requests from individuals who do not fit into any of these categories.

4. At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that exposes such information to retrieval by those third parties. For example, through an educational Facebook account, a teacher may not post confidential student information on the "wall", the "information" section, or through any part of that Facebook account that would be accessible to other of the Teacher's Facebook "friends" associated with that account. If a teacher wishes to communicate privately with a student through the educational Facebook account, such

communication shall be conveyed only through the private email/message feature of Facebook, so that only the student may view the message and respond to it.

5.   Staff are encouraged to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Use of one's personal email account to discuss school business with students and parents is discouraged. It should be noted that, just because a teacher uses his/her personal email as opposed to a school email account, this does not shield such email from the provisions of the public records law or from discovery in litigation. It only prevents the archiving of such messages through the school district's automatic email archiving system. Staff should also use their school-provided email when establishing a social networking account for educational purposes. Staff should only use the student's Reading email address when communicating.

6.   If a teacher conveys school related messages to students and parents on his/her private account, he/she should save such email or print and save a paper copy of such email and file it, and regard its privacy, as he/she would any other document concerning that student. Any document created or received by a public employee in his or her capacity as such is subject to retention and perhaps disclosure under the public records law.

7.   No matter what medium of communication a teacher selects, he/she should adhere to appropriate teacher/student boundaries. Reading Public School staff are expected to be role models, not a student's friend, and they should always conduct themselves in accordance with this understanding.

8.   This policy is not intended to infringe upon a teacher's right to speak publically on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication adheres to appropriate time, place and manner restrictions and does not interfere with the performance of their job duties. However, when a staff member speaks via social networking sites or tools on matters concerning work, that person is speaking as an employee and not as a citizen; restrictions may be placed upon the freedom to express themselves. Those restrictions are intended to preserve student confidentiality, maintain a person's status as an educator who should command and receive the respect of students, be able to maintain order and discipline in the classroom, and remain objective with respect to students.

9.   Staff are discouraged from using home telephones, personal cell phones, personal email accounts and personal Facebook accounts to communicate with students. Communications with students, even if it does not use school resources for such communications, are within the jurisdiction of the school district to monitor as they arise out of that person's position as an educator. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of a staff member, may expose an employee to discipline up to and including discharge. Even if a person is not using a school telephone, computer, classroom or the like to engage in contact with a student that such contact is not outside of the school district's authority to take appropriate disciplinary action. If a behavior is inappropriate, undermines a person's authority to instruct or maintain control and discipline with students, compromises objectivity, or harms students, the school district may impose discipline for such behavior.

10.   Staff may only access their personal email accounts or private Facebook accounts using school district computer resources during non-teaching times.

11.   If a staff member is communicating as an employee of the district in online communications, he or she must be aware that readers will assume they "speak for the school district." Therefore, all of online communications, when a staff member is actually acting on behalf of the district, or creating the appearance that they are doing so, must be professional at all times and reflect positively on the school district.

12. In the use of your Facebook account or other social networking sites, a staff member may not, without express permission from the Superintendent of Schools, use the school's logo, likeness or any school photographs or other property that belongs to the school.

13. References to "Facebook" are not included to limit application of their policy to use of that program. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

To use computers and networked resources, individual staff must sign this agreement below and return it to their building principal.