

# Olathe Public Schools Staff Technology Acceptable Use Policy

The use of technology is a vital aspect of the educational experience of Olathe Public Schools. Various technologies used affords the district's students with engaging and impactful learning opportunities. With these opportunities comes the importance of a full understanding of the rights and responsibilities of both staff and Olathe Public Schools.

Staff use of technologies, *both personally-owned and district-owned*, while on district property, at school-related activities, or while utilizing district network access is a privilege and afforded for the professional benefit of each staff member. Failure to adhere to district guidelines and policies may result in disciplinary action.

## **Definition of Technologies**

For the purposes of these guidelines and policies, technology in the Olathe Public Schools is defined as the district's network (wired and wireless), servers, computer workstations, laptops, mobile technology, peripheral devices (mouse, keyboard, etc.), application databases, online resources, Internet access, email, and any other technology designated for use by staff and students, including any and all new technologies adopted and deployed by the district, as they become available. The Olathe Public Schools operates primarily in the Microsoft/Office365 suite of products across all users. The District also utilizes Google Apps for Education, Seesaw and Apple Apps for Education for various education levels across the district. This includes but is not limited to all services and extensions provided by the systems above, as well as curricular apps approved by Olathe Public Schools and deemed appropriate for the educational setting. These guidelines and policies also include access to and use of any Olathe Public Schools technologies while on or near school property, in school vehicles, at school-sponsored events and activities, and the appropriate use of district-owned technologies and resources while off campus. The intended uses of *technologies* are for the professional benefit of staff. Failure to comply with district policy may result in disciplinary action.

## **Olathe Public Schools District Rights and Responsibilities**

The district has the responsibility to assist students and staff with (a) development of skills for successful use of instructional and digital workplace *technologies*; (b) development of skills and understanding of appropriate and responsible use of *technologies*; (c) integration and use of *technologies* with district-approved curricula and educational activities; and (d) integration and use of instructional *technologies* with district-approved curricula and educational activities.

In order to ensure the security of district information resources, including confidential files, email, district staff personnel files and any other type of confidential data, the district may restrict access to technologies and at all times reserves the right to access staff digital files, messages and account information on any district-owned technology or district-owned network access upon reasonable suspicion that the contents or recent utilization of the technology contains evidence of a violation of these or other standing rules or policies, as well as any local, state or federal law(s).

In accordance with the Children's Internet Protection Act, Olathe Public Schools educates staff and students regarding appropriate online behavior to assist with ensuring Internet safety. This includes use of email and Web 2.0 resources (social media). The district has deployed filtering technologies and protection measures to restrict access to inappropriate content such as those that are illegal, harmful or contain potentially offensive content. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content.

*It is each staff member's responsibility to follow the guidelines for appropriate and acceptable use.* When unacceptable or inappropriate use of technologies by a staff member occurs, the district will take appropriate disciplinary action.

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## Staff Rights and Responsibilities

Staff use of technologies is a privilege intended for the professional benefit of each Olathe Public Schools staff member. Staff must comply with the terms of these guidelines and all applicable Board of Education policies relative to the use of *technologies*. As such, in all uses of technologies in the Olathe Public Schools, the staff rights and responsibilities are:

- a) Respect the rights of privacy of all students and district personnel;
- b) Remember and practice an understanding that all staff communications represent the district and as such reflect on the integrity, ethics and good name of the Olathe Public Schools as a public education institution;
- c) Practice and apply ethical and acceptable standards of behavior, conduct and courtesy as are expected in the school, all classrooms and all district settings;
- d) Comply with all local, state and federal laws, [Board of Education policies](#), and administrative and school guidelines regarding the use of copyrighted materials;
- e) Refrain from seeking or providing unauthorized access to school, district, other public or private networks, technologies or digital/electronic files for any purpose;
- f) Comply with all related Board of Education policies, administrative guidelines and school operating procedures related to acceptable and responsible use;
- g) Cooperate fully with building and district administrators should an incident of inappropriate use be reported or suspected; and,
- h) Utilize District-provided technologies (see definition of technologies in this policy) in adherence with all district policies and settings, as designated and governed by any current and future federal privacy and protection.

## Appropriate Use

While using *technologies* in the Olathe Public Schools, the staff will:

- a) Adhere to appropriate digital citizenship expectations;
- b) Access, open, view, modify and/or delete only your/their personal digital files/educational work/email accounts and passwords;
- c) Utilize Olathe Public Schools email accounts for professional use only.
- d) Restrict Internet and bandwidth usage to support school assignments/activities;
- e) Immediately report threatening messages or inappropriate use/access of Internet files/content to an administrator;
- f) Use all district technologies to communicate and collaborate with others in ways that are kind and respectful;
- g) Assume full responsibility and behave in ways that are ethical and responsible, even when technologies may provide the freedom to do otherwise; and,
- h) Use only the appropriate wireless access, as provided by the district for staff use, and never attempt to establish any rogue access, such as an unauthorized VPN, to any district-owned technologies (see definition of technologies in this policy).

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## Unacceptable and Inappropriate Use

The following specific forms of use of technologies are unacceptable and inappropriate and will be considered violations of Board of Education policy and administrative guidelines. Violators will be subject to disciplinary action, including but not necessarily limited to, temporary or permanent loss of use or access.

- a) Fail to report misuse or breach of information technology to OPS's Chief Technology Officer.
- b) Obtain confidential information about a student or employee for non-school related activities, or share confidential information about students or employees for non-school related activities;
- c) Access or obtain educational information of students without having legitimate educational interests in the information.
- d) Create, copy, knowingly distribute or post any type of malicious code to any district-owned technologies;
- e) Send or post any digital messages (*email, social media, or other*) using someone else's name or provide personal information about another individual without their consent;
- f) Send messages that are inconsistent with Board of Education policies or administrative guidelines;
- g) Send messages that are sexist, racist or otherwise discriminatory, inflammatory or hurtful;
- h) Send inappropriate messages to any type of digital technology;
- i) Send messages, download files or access websites that knowingly contain obscene language, graphics, pictures, or any inappropriate content – to include any that are encoded/encrypted or attached to other messages;
- j) Engage in online chat sessions not directly-related to professional use;
- k) Lend any account ID or account password to anyone;
- l) Create any social networking site or presence while masquerading as another staff member;
- m) Use obscene, harassing, bullying or abusive language in any digital or non-digital format;
- n) Record or distribute media on the Internet with the intent to manipulate or embarrass others – staff or students;
- o) Disabling or attempting to disable any district filtering, monitoring or security system installed on any District *technology*;
- p) Violate copyright laws;
- q) Attempt to log in to any district network (wired or wireless) as a network administrator at any time without proper authorization;
- r) Vandalize or destroy data of another user – student or staff member;
- s) Plagiarize the work of others in completing digital or non-digital school assignments; nor,
- t) Use *technologies* in any way that violates school rules, administrative guidelines, Olathe Public Schools Board of Education policies or local, state, or federal law.
- u) Access non-OPS wireless networks with the laptop while on campus (this includes personal hotspots).
- v) Attempt to connect to the OPS wired or wireless network with non-authorized devices including but not limited to personal laptops, phones, or tablets.
- w) In response to the Ray Baum Act and the E911 federal mandate, which requires vital information to be digitally transferred to emergency personnel from all district phones, no phone or other communication device should be moved without the approval and assistance from the Olathe Public Schools Technology Division.
- x) x) All district devices to include but not limited to, computers, printers, phones, etc, should not be moved from their current physical location without the approval, and assistance of the Olathe Public Schools Technology Division.

## Consequences for Unacceptable and Inappropriate Use

Staff violating these policies or other related administrative guidelines, or the Olathe Public Schools Board of Education policies related to Staff Acceptable Use of *Technologies* will be subject to any and all applicable disciplinary measures, up to and including immediate termination.

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## Best Practices

### **District-Issued Device Usage**

It is the expectation that educators assist students in leveraging technology to take an active role in processing new information and demonstrating competency of learning goals. To support this focus, please remember to:

- Remember to bring your device(s) to school.
- Avoid using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject.
- Avoid sharing or soliciting username, PIN and/or password information with or from others.

### **District-Issued Device Maintenance**

- Remember to restart your Surface Pro on a weekly basis.
- Address needed repairs in a timely manner (e.g., cracked screen, cracked trackpad, missing keys, bent corners).

### **Power Management and Energy Saving Strategies**

You can make your laptop battery last longer by practicing good power management techniques. When not plugged into a wall:

- Close applications you are not currently using.
- Lower the keyboard backlight.
- Lower the display brightness.
- Turn off Wi-Fi (if not needing the internet).
- Turn off Bluetooth (if not using it).
- Reduce the time until your computer goes to sleep.

### **Transporting and Walking Around with a District-Issued Device**

- Always close your device keyboard and kickstand when carrying and walking with it.
- Avoid dropping your device. Dropping your device while it is open has a much higher chance of catastrophic damage than dropping it when it is closed.
- Avoid extreme temperatures (very hot or very cold).
- Do not squeeze it in between heavy objects such as books.

### **What to Avoid:**

- Avoid using your Olathe Public Schools email address for personal purposes, including, but not limited to personal subscriptions and coupons.
- Creating secondary accounts for the laptop (e.g., for a friend or parent or to enable parental controls)
- Installing operating systems other than those installed by the OPS Tech Department (e.g., Linux, Virtual Machines)
- Installing or using unauthorized 3rd party multi-node file-sharing software (e.g., Torch, BitTorrent, Transmission) on district-issued devices. Programs like Dropbox and Evernote do not fall under this category.
- Using personal laptops or tablets instead of the district-issued device.
- Sending chain emails, inappropriate broadcast messages or any other information that may cause undue network congestion.
- Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from district-issued devices, technology or access to the Internet (including Bitcoin related sites/services).
- Installation of third-party firewalls, anonymizers or proxies.

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## **VIOLATIONS OF ACCEPTABLE USE**

The following prohibited actions are examples of serious violations of the standards of the community and pose a threat to the safety and security of the school's network, infrastructure, students, faculty and greater community. These violations include, but are not limited to, the following:

### **Privacy, Property, & Community**

- Accessing or deleting the OPS administrative account.
- Vandalizing or disassembling the laptop or other network resources. This includes defacing, engraving, coloring, painting, etching, and using marker on the laptop itself. It also includes deliberately removing keys or deforming the original shape of the laptop and its components.
- Accessing laptops, accounts and files of others without permission. This includes going on to someone else's computer and accessing any web page, social network or application without the owner's knowledge or permission or impersonating someone online.
- Recording, filming or photographing teachers, staff or students without express permission to do so. If teachers, staff or students have given permission to record, the individual who receives permission is expected to respectfully and responsibly use and manage the recorded material. Sharing or publicly posting captured material without permission is also prohibited.
- Using the district-issued device and its applications or the school network either in or out of school to harass, disparage or intimidate another person or the school itself.
- Sending or posting messages that are detrimental to the reputation of OPS using the sender's school email address or other means of identification created by OPS.

### **Illegal Activity**

- Installing or distributing unlicensed or illegal software.
- Using the network in support of illegal activities or businesses or for gambling. The school will not be responsible for any financial obligations resulting from school-provided technology or Internet access.

### **Network Access Violations**

- Placing, creating, or accessing sexually explicit, violent, obscene or unlawful material.
- Attempting to get around OPS's network security or to impair functionality of the network including the use of VPNs or remote login tools (e.g., GoToMyPC, LogMeIn) as a means for circumventing OPS network protocol.
- Attempting to bypass restrictions set by the network administrators.
- Using a computer for distribution of inappropriate or illegal material including text, audio, images, or video.
- Providing billable services to others for the use of your laptop or OPS network resources.
- Connecting personal routers, wireless access points, smart speakers, and printers.
- Creating a wired or wireless network without the approval of the Technology Department.