EMPLOYEE USE OF DISTRICT ISSUED COMPUTERS & DEVICES

The School Board recognizes the value and importance of a wide range of technologies for a well rounded education. The Gilford School District provides its faculty, employees, and administrative staff access to technology devices, software systems, network and Internet services to support research and education. The School Board expects the staff to blend thoughtful use of these educational avenues throughout the school experience and provide guidance and instruction to all students in the appropriate use of these resources. The District will provide ongoing professional development and access to information technologies to assist the staff in meeting the District's goals and instructional and skill level expectations. All components of technology use shall be used in ways that are legal, respectful of the rights of others, and protective of juveniles and that promote the educational objectives of Gilford School District.

Violation of this policy or these rules by faculty, employees, or administrative staff of Gilford School District may result in suspension and/or termination of access privileges, disciplinary action, and/or appropriate legal action.

Purpose

The purpose of these rules is to encourage and promote appropriate knowledge, procedures, and use of the Gilford School District Technology, software systems, network, and Internet services. Specific responsible uses of the District technology include:

- Purposes directly related to Gilford School District's mission, goals, and the employee's assigned tasks;

- Professional development, training or education, or discussions related to the employees' job;

- Research related to issues pertinent to Gilford School District or assigned task; and

- Research related to new laws, procedures, policies, rules, or information that pertains to Gilford School District interests.

The Gilford School District's Employee Use of District Issued Computers, Devices and the Internet Policy(GBEF) applies to all employee's use of all district technology devices and systems accessed on or off school property. Each employee is responsible for his/her actions and activities involving Gilford School District computers/devices, software systems (ie. Google G Suite, Frontline and Student Information System), network and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the Gilford School Districts computers/devices, software systems, network, and Internet services, and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees.
Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the District's Director of Technology.

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Access to District Computers/Devices and Responsible Use
The level of employee access to computers/devices, software systems, network and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of computers/devices, software systems, network, and Internet services is strictly prohibited. Employees are expected to protect any confidential or sensitive information they can access from all district systems by logging off or locking systems while unattended. This includes personal devices used to access email, G Suite, district student information system and apps and extensions.

Prohibited Uses
Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

- Any use that is illegal or which violates this policy, RSA 189:66 (Data Governance Manual / Procedures) and/or other Board policies/procedures or school rules, including harassing, discriminatory, threatening or bullying/cyberbullying communications and behavior; violations of copyright laws or software licenses; etc. The Gilford School District assumes no responsibility for illegal activities of employees while using school district computers/devices, software systems, network, and/or Internet services.

- Any attempt to access unauthorized websites or any attempt to disable or circumvent the Gilford School District's filtering/blocking technology. Employees who believe filtering should be disabled or made less restrictive for their own temporary, bona fide research or other lawful purposes should discuss the matter with the district technology IT staff or ISO.

- Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to unhealthy interests.

- Any communications with students or minors for non-school-related purposes.

- Downloading "apps" or using or encouraging students to use other online educational services without prior authorization from the Director of Technology or building administrator.

- Any use for private financial, commercial, advertising or solicitation purposes.

- Any sending of email or other messages to groups of school employees (except in the performance of their duties as school employees) without permission of the building administrator, Superintendent or IT Dept. Prohibited uses of the school's message systems also include but are not necessarily limited to:

    i. Solicitation of membership in any non-school-sponsored organization;

    ii. Advocacy or expression by or on behalf of individuals or non-school-sponsored organizations or associations;

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iii. Political or religious purposes;

iv. Raising funds for non-school-sponsored purposes, whether profit-making or not-for-profit;

i. Selling articles or services of any kind, advertising or promoting any kind of business; or

ii. Any communications that represent an employee's views as those of the Gilford School District or school in the district or that could be misinterpreted as such.

- Sending mass emails or messages to school users or outside parties for any purpose without the permission of the Director of Technology or building administrator.

- Sharing passwords or other login information (except with authorized school employees), using other users' passwords and/or login information, accessing or using other users'accounts; or attempting to circumvent network security systems.

- Any malicious use, damage or disruption of the Gilford School District's computers/devices, software systems, network and Internet services; any breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).

- Any attempt to delete, erase or otherwise conceal any information stored on a district computer/device or district software system that violates these rules or other Board policies or school rules, or refusing to return computers/devices or related equipment to the employee upon request.

Access or Disclosure of Confidential Information

Employees are expected to use appropriate judgement and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential, and is not disclosed, used or disseminated without proper authorization. Email messages and files should only be accessed by the intended recipient. The guidelines outlined in the Gilford School District Data Governance Manual must be followed at all times.

Employee/Substitute/Volunteer Responsibility to Supervise Student Computer/Device Use

Employees, substitute teachers and volunteers who use district computers/devices, software systems, networks, and Internet services with students for instructional purposes have a duty of care to supervise such use and to enforce the school district policies and rules concerning student computer/device and Internet use. When, in the course of their duties, employees, substitutes or volunteers become aware of a student violation or have a concern about student safety on the Internet, they are expected to stop the activity and inform the building administrator.

Any allowed student use of interactive electronic communications must be reasonably monitored.

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Compensation for Losses, Costs, and/or Damages

An employee is responsible for compensating the Gilford School District for any losses, costs or damages incurred by the Gilford School District for violations of Board policies and school rules while the employee is using the district's computers/devices, software systems, networks, and/or Internet services, including the cost of investigating such violations. The Gilford School District assumes no responsibility for any unauthorized charges or costs incurred by an employee while using school district computers/devices.

Google G-Suite for Education

The Gilford School District, at its discretion, creates Google G-Suite for Education accounts for eligible employees. Google G-Suite features will be enabled on a user-by-user-basis at the discretion of the Director of Technology. Use of the Google G-Suite is subject to Google's acceptable use policy (a copy of which is available to employees upon request from the Technology Department), as well as all other school district policies, procedures, and rules. Employees must, at all times, take reasonable measures to protect files and information in G-Suite, including, but not limited to, not sharing passwords or other login information, logging out of accounts when not in use, never attempting to access or accessing another user's account without permission, and being careful and purposeful when deciding whether to share access to information with other school district employees.

Specific exceptions to these rules that are consistent with Gilford School District's research and educational objectives may be proposed. Any requested exception must be submitted in writing with an explanation and justification of the exception and must be approved in advance by the Superintendent or designee.

Student Accounts – Websites, Apps & Extensions

Due to the state law, RSA 189:66, Gilford School District has a new process for new online resources and a vetting process when evaluating new App/Online Tools for potential adoption. Only online apps/tools/extensions that are appropriate to meet the instructional goals, are well designed and meet the legal requirements to protect student privacy and data are approved for use by students. Staff must check the Approved list prior to creating accounts on websites or using apps/extensions with students.

Personal Use of District Technology and Systems

Gilford School District's computers/devices, software systems, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of district computers/devices is permitted as long as

such use: 1) does not interfere with an employee's job responsibilities and performance, 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy/procedure or school rules. Personal (other than incidental

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use), private or political business, including product endorsement or for financial gain, must be conducted elsewhere. "Incidental personal use" is defined as use by an individual employee for occasional personal communications which do not interfere or conflict with his/her job responsibilities. Use of district technology by other non-district employees (ie: family members) is strictly prohibited.

Compliance with this policy and the accompanying rules concerning computers/devices, network, software systems and Internet services use is mandatory. All users will abide by proper electronic communication ethics and rules and user responsibilities as defined in this policy. An employee who violates this policy and/or any rules governing use of the Gilford School District's computers/devices, software systems, network and/or Internet services shall be subject to disciplinary action, up to and including termination. Illegal use of the Gilford School District's computers/devices, network, software systems and Internet services will also result in referral to law enforcement.

No Expectation of Privacy

The Gilford School District's computers/devices, software systems, networks, and Internet services remain under the control, custody and supervision of the District at all times. The Gilford School District reserves the right to monitor all computer/device, email and Internet activity by employees, whether accessed on or off school premises. Employees have no expectation of privacy in their use of district computers/devices, software systems, networks and Internet services. All email messages or files on District software systems (local or cloud based), including files created by an employee, are the property of the Gilford School District, and the contents are subject to review at any time for any reason.

Notification of Policy and Rules

Employees shall be informed of this policy and the accompanying rules through faculty handbooks, and/or other means selected by the Superintendent.

Implementation and Rules

The Superintendent and his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the Gilford School District's computers/devices, software systems and network may be implemented, consistent with Board Policies and rules.

Annual Acknowledgment and Consent Form For Faculty, Employees, and Administrative Staff

I have read, understand and will abide by, the Employee Computer/Device and Internet Responsible Use rules. I understand that any violation of Gilford School District policies or the rules may result in suspension and/or termination of access privileges, disciplinary action, and/or appropriate legal action. Employees who have questions about compliance with Gilford School District requirements should contact the building administrator or the Director of Technology.

(Adopted: 1/6/2020)

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