

## **429 – Technology Employee Appropriate Use Policy**

Approved by GWA Board of Directors 6-23-2016

The purpose of this policy is to ensure appropriate, responsible, ethical and legal access and use of computers, the Internet and email and other electronic or communication devices by employees. Computer use is often a valuable and necessary component of an employee's work. In addition, varying work responsibilities result in access to information sources such as software, programs, the Internet, network, etc. Although employees may have access to these information sources, their use must be specially authorized. Access and authorization to information and equipment carry a corresponding responsibility for their appropriate use. GWA equipment and access are intended to be used for educational and professional or career development activities.

Expectations of employees include, but are not limited to, the following:

### **1. Student Personal Safety**

- a. Employees who supervise students with access to computer equipment shall be familiar with the GWA Student Technology Agreement and enforce its provisions.
- b. All student computer use must be supervised by a teacher who has signed this agreement.

### **2. Student information and Records**

- a. Student data on the SIS, other databases, or simply gathered by educators are educational records for the purposes of FERPA and are protected as are other educational records.
- b. Employees are responsible to meet the requirements of FERPA prior to the release or dissemination of any educational records, including student data, whether aggregated or disaggregated.
- c. Employees are responsible to prevent disclosure of information or data in their control on portable devices (e.g.: laptops, flash drives, etc.)

### **3. Illegal or Destructive Activities**

- a. Employees shall not go beyond their authorized access to the GWA network or other computer equipment or software including the files or accounts of others.
- b. Employees shall not disrupt or attempt to damage or disrupt any computer, system, system performance or data.
- c. Employees shall not use GWA equipment to engage in illegal acts.

### **4. System Security**

- a. Employees are responsible for the security of their computer equipment, files and passwords.
- b. Employees shall promptly notify the Assistant Director of Dean of Students, Safety, and Technology of security problems, or another member of Administration if they are

unavailable.

- c. Employees with access to student records may not use, release, or share these records except as authorized by Federal and State law.
- d. Students may not have access to computer equipment other than pre-authorized student use devices.
- e. Staff will not leave their workstations unattended while logged into the network.
- f. Passwords are to be protected and not shared with anyone. This includes students who are teacher aides.
- g. Employee access to GWA servers and technology will be terminated on their last day of employment whether voluntary or non-voluntary. Terminated employees will not be authorized to access GWA servers and technology.

5. Inappropriate Conduct—the following are prohibited in public, private or posted messages or files:

- a. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, discriminating, threatening or disrespectful language in public or private settings.
- b. Potentially damaging, dangerous or disruptive material;
- c. Personal or generalized attacks or harassment; and
- d. False or defamatory information.

6. Plagiarism, Copyright Infringement and Misrepresentation

- a. Works may not be plagiarized.
- b. The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that is protected by copyright, the expressed requirements should be followed. If an employee is unsure whether or not a work can be used, the copyright owner should be contacted for permission.
- c. Software copyrights must be strictly respected.

7. Inappropriate Access to Material

- a. GWA equipment shall not be used with material that is profane, obscene (pornographic) or advocates illegal acts, violence or discrimination.
- b. GWA will enforce all regulations and requirements as set for by the Utah State Board of Education in compliance with HHB155 in Reporting Child Pornography.
- c. Inadvertent inappropriate access shall be reported immediately to Administration or the IT Representative. Do not demonstrate the problem to other users.
- d. The non-educational use of multi-player computer games is not allowed.

8. Expectation of Privacy

a. Employees have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on GWA equipment.

#### 9. Services and Assumption of Risks

a. GWA makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system.

#### 10. Due Process

a. In the event there is an allegation that an employee has violated this agreement, the employee will receive notice of the alleged violation and an opportunity to present an explanation.

b. Disciplinary actions in harmony with Corrective Action/Discipline procedures will be tailored to meet the specific concerns related to the violation. Deliberate violations of this agreement (e.g. malicious acts or omissions; searching for, viewing or otherwise visiting pornographic or sexually explicit sites) are cause for immediate termination.