OTTO-ELDRED SCHOOL DISTRICT
Acceptable Technology Use Policy – Teachers and Staff

Purpose:
Otto-Eldred School District is committed to supporting teachers as they prepare students for success in life and work in the 21st Century and, as such, will:

1. Provide access to digital technology, electronic equipment and resources for communication and information.
2. Provide computer services, network access, Internet access, email, cloud-based services, online education resources, videoconferencing, use of electronic devices and other related services for educational purposes.
3. Implement filters, monitoring and/or other safeguards to prevent access to inappropriate content or content harmful to minors.
4. Educate and support teachers in the use of technology educational tools.
5. Educate and support teachers to ensure student Internet safety. Students will be provided annual age-appropriate education about digital citizenship appropriate online behavior which includes safe interaction with other individuals on social networking websites and chat rooms, as well as cyberbullying awareness and response.

General Expectations for Use of Otto-Eldred Technology:
1. The Otto-Eldred School District computer network, digital technology, Internet access, email, cloud-based applications, online services, hardware, software and peripherals are intended and provided for educational use only.
2. Teachers and staff will not use Otto-Eldred School District computer network, digital technology, email, cloud-based applications, online services, Internet access, hardware, software or peripherals for personal business, any private business, political lobbying, or any other purpose not related to or in support of district objectives.
3. The Otto-Eldred School District computer network, digital technology, email, cloud- based applications, online services, and Internet will have reasonable restrictions in place for access and use to benefit as well as protect users within the school environment.
4. Teachers and staff will be provided with network, digital technology, email, cloud-based applications and other online services and Internet access for educational activities using account credentials. Digital technology may vary according to physical location.
5. Teachers and staff will not share account credentials nor use another person's account credentials to access the network, digital technology, Internet, email, cloud-based applications or other online services.
6. Security levels within the district network, Internet and other electronic resources for use by teachers and staff may vary from student security levels. Teachers and staff will not allow student access to resources beyond student security levels.
7. The district reserves the right to monitor all activity on the network and district sponsored technology resources which includes use of network resources, Internet, email, cloud-based applications, online services, hardware, software, digital technology, and peripherals. The district may decrypt and inspect encrypted Internet traffic and communications to ensure compliance with this policy. Users should have no expectation of privacy while using district sponsored technology resources.
8. Files created or stored using district equipment, email, cloud-based applications and online services or the network are not private and may be subject to review and/or monitoring by the technology department, school administration or other governing authority.
9. Teachers and staff will be financially and legally responsible for damage caused by misuse or inappropriate use of district equipment, email, cloud-based applications and online services or network use.

10. Any illegal activity conducted using district network or equipment will be reported to the appropriate government authority.
11. While using the Otto-Eldred School District network, email, cloud-based applications and online services, Internet or equipment, teachers and staff will use appropriate professional behavior.
12. Teachers and staff will not establish or maintain any online presence representing Otto-Eldred School District without specific permission or direction from administration. This includes but is not limited to web pages, social media pages (policy 815-2), podcasts, blogs, video channels or the like.
13. Security of confidential student and district information will be maintained when using district technology and/or services.
14. Freedom of speech in the educational environment, which includes the use of district technology, may be restricted for valid educational or security reasons.
15. Expectations for use of Otto-Eldred technology will apply on any district property, at any district event, as well as locations outside of the district.
16. Computers and digital technology in use by faculty and staff must be secured by shutdown, log off, or lock when not physically attended by an employee of OESD.
17. Teachers and staff will utilize district supported digital technology (i.e. email / productivity software) as the sole method to communicate with students regarding school-related business.

District Network Security:
1. Teachers and staff will not attempt to gain unauthorized access to any portion of the Otto-Eldred School District electronic network, email, cloud-based applications, or online services using their own or another person's account credentials. Attempting to access another person's account and data is illegal.
2. Teachers and staff will not attempt to circumvent or override security safeguards in the Otto-Eldred School District electronic network, email, cloud-based applications, or online services.
3. Teachers and staff will not attempt to disrupt the Otto-Eldred School District network, email, cloud-based applications, or online services by any means including, but not limited to, spreading computer viruses or using disruptive technologies.
4. Teachers and staff must immediately notify technology staff or an administrator of any actual or possible network security problem.

District Internet Security and Personal Safety:
1. Teachers and staff will be provided access to the Internet, email, cloud-based applications, or online services for educational purposes only.
2. Teachers and staff will not attempt to circumvent or override security safeguards for email, cloud-based applications, or online services or resources.
3. Teachers and staff will not intentionally attempt to access Internet sites blocked by the district.
4. District-provided or district-approved social networking resources may be utilized by teachers and students. Teachers and staff will not access social networking resources not approved for use on the district network.
5. Teachers and staff will promptly report on behalf of a student any known or reported uncomfortable dialog, inappropriate messages, in-person meetings of unknown individuals met or contacted on the Internet, or other inappropriate online contact incurred using district technology or services.
6. Teachers and staff are expected to model and exercise safe and professional online conduct within the educational environment and while using district technology, email, cloud-based applications, or online Services.

OTTO-ELDRED SCHOOL DISTRICT
Acceptable Technology Use Policy – Teachers and Staff

E-mail:
1. Teachers and staff will be provided with district email accounts for district educational use.
2. Teacher and staff email must not contain images or attachments which are: unrelated to district educational purposes, inappropriate, offensive, violent, immoral, unethical, pornographic, or considered bullying in any form.
3. Teachers and staff may not establish or access non-district email accounts using the district network. Exceptions may be permitted by administration only.
4. Teachers and staff may not use district email for personal social media or other uses not related to district educational goals.
5. Teachers and staff are expected to model and enforce Internet safety per student Internet safety guidelines and as taught in Internet safety curriculum.

Academic Integrity Using Technology:
1. Teachers and staff will not plagiarize works found on the Internet.
2. Teachers and staff will abide by copyright laws when using district technology. Copyrighted material placed on the network or associated with Otto-Eldred anywhere on the Internet must be properly acknowledged and used as permitted by the owner or author.
3. Teachers and staff will model and enforce appropriate videoconferencing conduct in all areas of communication: gestures, facial expression, verbal, written or in the sharing of resources.
4. Teachers and staff will utilize Generative AI, per policy 815.1.

General Unacceptable Behavior:
1. Teachers and staff will not install, upload or download software without permission from administration or the technology department.
2. Teachers and staff will not intentionally misuse software provided by OESD in use on any district digital technology, cloud based applications or personal devices.
3. Teachers and staff will not store, transfer or use inappropriate materials on the district network, email, cloud-based applications, online services, district Internet or district equipment.
4. Teachers and staff will not relocate hardware (including portable devices), install peripherals or modify settings to equipment without permission from administration or the technology department.
5. Teachers and staff will not attempt to harm or destroy data, the network, email, cloud-based applications, online services, digital technology, or any network components.
6. Teachers and staff are prohibited from establishing and/or engaging in a non-educational Personal Area Network (PAN), mobile hotspot or Virtual Private Network (VPN) for themselves or otherwise permitting other users to use their personal electronic devices as a technological means to gain access to websites, Internet resources or other network-based resources. Any attempt to create, facilitate or engage in technology for the purpose of bypassing district, building or classroom technology use policies, or to share non-educational data and/or Internet connectivity is prohibited. This includes the use of Bluetooth connections infrared or any technologies similar to PANs, hotspots or VPNs. Use of PANs, hotspots or VPNs are prohibited for any reason. Students are prohibited from establishing a personal area network (PAN) for the purpose of bypassing district, building or classroom technology use policies, or to share non-educational data and/or internet connectivity. This includes the use of Bluetooth network connections, infrared, and similar PAN technologies.
7. The following are not permitted in the school technology environment:
   - Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia. The Acceptable Use

OTTO-ELDRED SCHOOL DISTRICT
Acceptable Technology Use Policy – Teachers and Staff

> Policy applies to any such use of a school district (or IU) 3D printer.
> - Damaging computers, computer systems, computer networks, electronic devices or any component of computer or electronic devices.
> - Violating copyright laws.
> - Using others' passwords or accounts
> - Hacking into others' folders, work or files for any reason.
> - Intentionally wasting limited resources such as printer ink, toner or paper.

8. Unauthorized use of district technology is prohibited. Only users who have agreed to abide by the terms of this policy may utilize the District's technology resources. Unauthorized use, utilizing another user's district account, or exceeding one's authorization to use district technology resources is prohibited. Nothing in this policy, however, shall prevent a parent or guardian from assisting his or her child with the use of the district's technology resources, or from monitoring a student's use of the district's technology resources in the student's home.

Use of Non-District-Owned Devices and Alternate Internet Access:

Use of technology and devices for educational purposes that are not purchased or leased by Otto-Eldred School District will be governed under a separate policy; however, the following will apply:

1. All district-owned devices will be safeguarded and filtered on the district network, district Internet, email, cloud-based applications, online services, and other district communication channels while on or off district property.
2. All non-district-owned devices using the district network, district Internet, email, cloud-based applications, online services, or other district communication channels will be safeguarded and filtered while in use on district property during school hours and district-sponsored educational activities. Any web-based instructional resource must be accessed via the district network. External internet access may not be utilized to access instructional resources for students.
3. Teachers and staff utilizing external networks with a personal electronic device must abide by the district Electronic Device policy SB237 during school hours or during district-sponsored activities.

Due Process:

1. The Otto-Eldred School District will cooperate fully with local, state and federal officials in any investigation related to illegal (alleged or proven) activity conducted using the district network, email, cloud-based applications, online services, software or equipment.
2. Teachers and staff need not be notified of investigation into illegal (alleged or proven) activity conducted using the district network, software or equipment.
3. School administration and, if appropriate, the school board will determine disciplinary actions for violations of the acceptable use policy.
4. Legal action and prosecution will be determined by the governing authority.

OTTO-ELDRED SCHOOL DISTRICT
Acceptable Technology Use Policy – Teachers and Staff

Descriptions of Terms Used:

- **Account Credentials:** the unique identification number and/or letter(s) assigned to the individual student or employee. Commonly known as "username and password."
- **Cloud-based Applications:** Resources provided by the Otto-Eldred School District that are stored entirely on a server outside the district network, which may be accessed from the internet using a web browser by any internet connection internal or external to OESD, including email, file storage, productivity applications and other means of facilitating educational goals via the internet.
- **Cyberbullying:** abuse or misuse of the Internet, electronic devices, mass media or other means to torment, threaten, harass, humiliate, embarrass or otherwise target a person or group.
- **Digital Technology:** Resources owned, operated and/or licensed by the districting, including computers; servers; networks; digital devices and components, programs; software; digital files, folders, data and records of any nature; the Internet; personal devices such as cell phones, tablets, smart devices, beepers, Personal Digital Assistants (PDAs) and the like; modems; voicemail; e-mail; wikis; blogs; or similar technologies.
- **Hacking:** Using technology to gain unauthorized access, override security, or otherwise disrupt the district network, processes or other security measures.
- **Hardware:** refers to any physical device or component used within or outside of the district network.
- **Hotspot:** See Personal Area Network (PAN).
- **Monitoring:** refers to digital or human review and/or reporting of activity using district technology.
- **Network:** computers and related hardware electronically interconnected for the purposes of secure electronic access to devices, remote device management, user file storage, the Internet, shared network resources and other communication channels.
- **Online Services:** programs or services accessed online for educational use.
- **Peripherals:** devices generally, but not necessarily, used with a computer such as printers, scanners, cameras, interactive tables, storage devices, wireless keyboards or mice, and the like.
- **Personal Area Network (PAN):** is the interconnection of information technology between devices within the range of an individual person, including computers, personal digital assistants, mobile phones, video game/music devices, smart devices and wearable technology, typically within a range of 10 meters using Bluetooth, infrared, or similar wireless connectivity. Commonly known as "hotspot."
- **Personal Device:** any technology device owned by and/or in the possession of a student and not purchased by the Otto-Eldred School District. Includes, but is not limited to cell phones, audio devices, smart devices, tablets, laptop computers, cameras or other similar technologies.
- **Personally Identifying Information:** any information such as name, age, address, phone number, or physical location that can be used to identify, contact or locate an individual.
- **Social Network:** online service, platform or Internet site that allows users to join and interact amongst members.
  Examples include, but are not limited to, wikis, blogs, Facebook, Instagram, Twitter, TikTok, SnapChat.
- **Software:** refers to computer programs used for district network management, productivity (word processing, spreadsheets, etc.), or other educational purpose.
- **Video Conference:** two-way video and audio presentation between remote locations in which participants can see, hear and speak to one another.
- **Virtual Private Network** (VPN): Private connection to another network over the Internet.