

SALEM PUBLIC SCHOOLS (SPS) Staff Responsible Use Agreement

The Salem Public Schools district provides access to electronic content and technology resources that promote educational excellence, the sharing of information, innovative instruction, and online communication. With these resources in place, the district can carry out its mission - to inspire students to realize their full potential, and to prepare them to function successfully in a complex world. Responsible use of the district's online content and technology resources ensures compliance with the legal responsibilities of the district and staff, safeguards the reputation of the district, and guarantees the safety of all users.

Working with Students

- In order to create and maintain appropriate professional relationships with all students, staff members must refrain from establishing informal online relationships with students such as “friending”.
- Student safety is paramount. Please consult the Web Content Creation Guidelines to ensure that student-identifying information holds to the district's standard when creating web-accessible content.
- A staff member must be present with students using online content and technology resources.
- Staff members are responsible for determining whether students are complying with the appropriate student Responsible Use Agreement.

Professional Behavior – Administrative and Instructional Tasks

- Staff members understand that SPS technology resources and networks are not private. SPS reserves the right to monitor and access documents created using the district's servers as well as email system. Federal law requires that all email sent and received be stored for a period of seven years.
- Staff members shall respect that passwords are private and should not be shared with others. To minimize hacking, strong passwords-- consisting of a combination of upper and lowercase letters, numbers and symbols --- should be used.
- Staff members shall be mindful that their use of any and all web resources (such as FirstClass, Moodle, LinkedIn, English Companion Ning, webpages, wikis, blogs, etc.) for professional and/or personal reasons, creates an online identity that will be seen by professional colleagues and community members. In any such online activity, staff members are representatives of the Salem Public Schools.

Accessing Confidential Data

- When using district-supported databases (iPass, eSped, Destiny), from any location or device, staff members have access to confidential information. Logging off the network at the end of the work session ensures security of the information stored in the database.

Security

- Staff members shall not endanger the security of the SPS network by circumventing security settings (bypassing filters, downloading software illegally) or interfering with the efficient functioning of the network. When a staff member uses his/her personal technology devices within the school district, it is expected that the owner have current anti-virus software installed and operational to protect the network. Staff members are responsible for personally owned devices.
- Portable technology devices must be securely stored and never left unattended.
- Staff members shall protect against damage or loss of district-issued equipment. Any problems shall be reported through the Technology Support System (TSS) and the building principal within 24 hours.
- Staff members shall conduct all electronic, work-related communication through the district's email system.
- Email and online communication have the same permanence and legal status as hardcopy documents and may be subject to disclosure obligations in exactly the same way. The same professional standards shall apply to internal memos and external communications. Emails and online communications containing confidential information will include the following disclaimer:

This email and any files transmitted within it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system. If you are not the intended recipient, you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.

Intellectual Property

- Staff members must respect the intellectual property rights of the creators of works they read, view, and listen to online. This includes properly citing any resources used in creating both curriculum-related documents and presentations as well as in their professional research and writing.
- It is the responsibility of educators to know copyright, teach and discuss copyright, and follow copyright. Teachers may use copyrighted material under the Fair Use exception but these rights extend to the portions of copyrighted works that they need to accomplish their educational goals.

Staff Responsible Use Signature Page

I have read and understand the Salem Public Schools district Responsible Use Agreement. I realize that conduct violating this agreement may lead to penalties including disciplinary action and/or legal action. I release the Salem Public Schools district from any liability or damages that may result from the use of its computers, software, and network.

Please Print Name: _____

Signature: _____

School: _____

Date: _____