



East Bridgewater Public School District's Technology Responsible Use Staff Policy

Purpose:

The purpose of this policy is to set forth guidelines and expectations for the responsible use of technology by staff, and teachers, in order to provide a safe, appropriate, and effective learning environment for all in the East Bridgewater Public School District (EBPS). In order to achieve this purpose we understand that both the individuals using technology and the schools have related responsibilities.

For the Individuals Using Technology:

1. We expect each individual to exercise personal integrity and responsibility.
2. We expect each individual to master certain social-emotional skills in order to maintain ethical use of such technology.
3. We expect each individual to avoid computer activities which interfere with the learning process.

For the School:

1. Our goals are:
 - to provide access to educational tools, resources, and communication
 - to encourage innovation and collaboration
2. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools.

Expectations & Rules

Responsible use of EBPS technology resources should be in an ethical, respectful, academically honest way that is supportive of the school's mission. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of each school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of staff behavior with technology. We require staff to use technology in accordance with general expectations for appropriate behavior as outlined in this document and in all handbooks for staff, and students.

Use of School Technology Resources

1. I will use the EBPS network space only for school-related activities.
2. I will not use my EBPS email account to send out mass unsolicited messages, to forward chain letters, joke collections, or other objectionable materials. I will not use EBPS technology resources for commercial activity or to seek monetary gain.
3. I will not deliberately perform any act which will negatively impact the operation of anyone's computers, printers, or networks.
4. I will not use illegal file-sharing or music downloading software while on the EBPS network.
5. I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help from the technology department.
6. I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring or network security circumvention.
7. I will not install or boot any non-approved operating systems, and or unapproved extension on any EBPS devices.
8. That all non-IT personal should not attempt to open and fix school issued computer or networking equipment. Opening a school issued computer or networking equipment, could void the system warranty or cause other issues to the device.

Cyber Bullying

1. Cyber Bullying is when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.
2. I will not intentionally hurt or embarrass another person or group with my technology use as described above.
3. I will notify an administrator or technology department member immediately if I become aware of any behavior that may hurt or embarrass another person or group through the use of technology, obscene or inappropriate materials.
4. I will not search for (or download) any material that is offensive, lewd, or pornographic. (Offensive material is pro-violence, hateful, discriminatory, or anti-social. An exception to this policy is granted for curriculum based related research projects.)
5. If I mistakenly access inappropriate information, I will notify an administrator or a member of the technology department.



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Signature Page

It is the policy of the East Bridgewater Public Schools that students and staff will use all technology to access computer networks, including the Internet and e-mail, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of network privileges for the user, disciplinary action, or legal action.

I have read and understand the East Bridgewater Public School District's Technology Responsible Use Policy and agree to abide by these guidelines when I use the network, Internet and e-mail. I further understand that should I commit any violations, my access privileges shall be revoked and disciplinary action and/or appropriate legal action may be taken.

Name: _____ Position: _____

Signature: _____ Date: _____

The East Bridgewater Public School System is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, gender, gender identity or homelessness.

The contents of all East Bridgewater school publications are available upon request in languages other than English.