



STAFF
Information Technology Acceptable Use Policy
2024-2025

Manitou Springs School District will provide all staff with access to computers/laptops/iPads, a G-mail account, Internet, and an array of technology resources and applications to promote educational excellence. Staff may use these Information Technology (IT) Resources for work, research, the preparation of class assignments, communication and the development of skills in using a computer/iPad. Staff email is to be used for work only. Utilization of staff email addresses for activity outside of the scope of individual work assignments may be a violation of the privacy rights of the individual and potential cause for discipline action.

Manitou Springs School District will educate all staff about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Cybersecurity awareness training will be provided to all staff to ensure awareness of potential threats and best practices for maintaining secure computing.

Care must be taken to ensure the resources and students are protected from harm and are not exposed to offensive or illegal materials. To have access to the schools' IT resources, staff must agree to abide by this MSSD14 IT Acceptable Use Policy on an annual basis. The staff and the parent or guardian of each student will share the responsibility of educating the student of his or her responsibilities and ethical expectations when using technology.

For my own personal safety:

- I will be cautious of strangers when I am communicating online.
- I will not publicly post any private information about myself or others while online.
- I will not share my username or password.

Access is a privilege, not a right. Just as staff are responsible for good behavior, they must also be responsible when using school computer networks or personal technologies. Staff may use equipment and resources that are made available by the school under the following conditions:

- All users must use strong, unique passwords and update them regularly. Multi-factor authentication will be required for accessing sensitive systems and data.
- **Privacy and network security are to be observed.** Staff must not under any circumstances access files, software or areas of the network which are not designated for their use.
- **Sensitive data** will be encrypted to prevent unauthorized access. This includes communication over the network and storage of data on staff devices.
- **All staff members will be given a G-mail account** and are expected to check this account on a regular basis.

All access to MSSD14 Email, iPads and computers is subject to monitoring and logging. Files found to contain materials inappropriate for school use and/or virus infections are subject to deletion. Where appropriate, disciplinary action may be taken.



Only software purchased or approved by the school and installed by the school can be used on school computers.

Users will be held personally and financially responsible for malicious, intentional, or persistent damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.

Using proxy sites, VPN's or other means to subvert the school's filtering system are not allowed.

While at school, **Direct communications** such as email and social networks may be monitored. District and school use of Information and Communication Technology (ICT) resources to distribute and publish intellectual properties, images, videos, and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals.

- It is understood that all distributed content may be accessible beyond the Manitou Springs School District community and viewed by a global audience.
- Anyone who is aware of problems with, or misuse of, or has a question regarding the proper use of these ICT Resources, should see a tech or admin immediately.
- Any person who receives any harassing, threatening, intimidating or other improper message through ICT Resources should report the conduct immediately.

Cyber-bullying is not acceptable ethical behavior. "Cyber-bullying" shall mean using communication methods on the Internet to:

- send or post cruel messages or images, or sensitive and private information
- threaten others
- exclude others
- harass, intimidate others
- pretend to be someone else

Plagiarism, Piracy and Copyright Infringement

- Staff will not plagiarize. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.
- Software copyright is to be observed at all times - in accordance with the software publisher's agreement. It is illegal to use, copy or distribute software in violation of the publisher's user agreement. Illegal software is not to be copied to MSSD14 computers.
- Staff will respect the rights of copyright owners.
- Staff will not use personal streaming services to show movies to students or log them into their private streaming account at any time. Streaming Services are meant for personal use only.

Sustainability

- print responsibly and consider the environment before printing

Abuse or deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in restrictions to computer/iPad access by the staff member involved and result in discipline by school administration.

Staff's Name:

Date

Staff's Signature