

OXFORD AREA SCHOOL DISTRICT

SECTION: INSTRUCTION

TITLE: Instructional Resources:  
District Technology and  
Technology Services

ADOPTED: 02/25/97

RE-ADOPTED: 6/19/12

REVISED: 5/28/02; 9/23/03; 5/25/04;  
6/23/08;6/21/11; 1/29/2014

DISTRICT TECHNOLOGY AND TECHNOLOGY SERVICES

The following constitutes the policy of the Oxford Area School District regarding technology security, access, use and monitoring of the district's technology and technology services. This policy covers staff, guests and students, and is subject to periodic review and change with School Board approval.

- A. The primary use of district technology and technology services by staff and students shall be in support of educational pursuits consistent with the district mission statement and curriculum goals.
- B. This School Board policy is provided so technology users are aware of their responsibilities when using OASD technology resources, the importance of maintaining network integrity and security, and to explain to users that they will be held accountable for noncompliance with this policy.
- C. Access to and use of district technology and technology services is viewed as a staff and student privilege, not a right. Any technology use inconsistent with the district's mission or goals as well as unauthorized or illegal technology use may result in cancellation of those privileges and disciplinary action.
- D. Network accounts and technology use will be authorized only after a signed "Acceptable Use Agreement" has been provided. All staff, guests and students will be required to sign this agreement annually, and students under the age of 18 will be required to obtain a parent/guardian signature annually as well.

- E. The district shall comply with the laws set forth in the federal Children's Internet Protection Act (CIPA). In accordance with this act, the district will apply and maintain protection in the form of Internet filtering software. The software specifications will be monitored and updated as necessary. To minimize the potential for student access to inappropriate materials, student access to district technology and technology services shall be only under the direct supervision of qualified district staff. Any attempt to circumvent filtering software, or interfere with another user's ability to use the network is prohibited.
- F. The district does not make any guarantees regarding the accuracy of information received on the Internet or obtained through the use of district technology and technology services, nor does it make any warranties against loss of data, misdeliveries, nondeliveries or service interruptions. The district will not be responsible for any financial obligations arising from unauthorized use of technology or technology services.
- G. The district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and cyber bullying awareness and response.

INSTRUCTIONAL RESOURCES  
DISTRICT TECHNOLOGY AND TECHNOLOGY SERVICES

The following guidelines and procedures shall apply to all staff and student access and use of district technology and technology services in the Oxford Area School District.

- A. Considering that any device connected into the district network either direct wirelessly or wired as well as indirectly via connection to a district computer has the potential to "take down" the network or reduce it to an ineffectual "slow crawl" through malicious computer code, the connection of such devices must be under the close scrutiny and supervision of qualified district staff (i.e. teachers, administration and tech staff). Students may use technology and technology services only under the direct supervision of qualified district staff.
- B. District technology and technology services depend on finite resources, such as bandwidth and server storage. All users will be expected to maintain their files and access to services in a manner that is conducive to efficient resource allocation. Users will frequently maintain files stored on computers and the network, including deleting old or unnecessary files and email messages.
- C. Technology and technology services provided by the district are the property of the district. As such, all files, email messages, activity logs and other user-related data that are stored on or that pass through district systems are subject to monitoring by appropriate district personnel. This may include opening files and electronic communications, as well as reconfiguring technology and user access parameters.
- D. All internal communications and information accessible through the district network shall be considered district property and shall not be disseminated or otherwise disclosed except for school district purposes supporting the objectives of this policy. All activities must also comply with state and federal laws regarding confidentiality of student information.
- E. Staff and students are expected to conduct themselves in a responsible, legal and ethical manner, in compliance with district policy, network etiquette, and federal and state laws.

Prohibited uses include, but are not limited to:

1. Facilitating illegal activity
2. Product advertisement
3. Political lobbying
4. Malicious use to develop programs or utilize programs intended to harass others, infiltrate computer systems or damage components of a computer or system.
5. Hacking, probing or similar activities designed to gain unauthorized access for purposes of viewing, modifying or damaging systems within the district network or outside of the district network.
6. Hate mail, Cyber-bullying, harassment, discriminatory remarks or other antisocial communications or transmission of material likely to be offensive or objectionable.
7. Unauthorized participation in chat rooms, bulletin boards or instant messaging services.
8. The creation, sending or forwarding of e-mail chain letters or inappropriate or unprofessional content.
9. Use of OASD e-mail distribution lists for non-school business.
10. Opening electronic mail attachments other than that which is expected from a known sender.
11. Intentional access of obscene or pornographic material.
12. Illegal, fraudulent or unauthorized installation, distribution, reproduction or modification of games, files or other electronic media and copyrighted materials.
13. Intentionally obtaining or modifying files, passwords or data belonging to others.
14. Misrepresentation of other users
15. Disruption of the district network or the work of others.
16. Destruction, abuse or unauthorized modification of district technology or technology services.
17. Unauthorized disclosure, use or dissemination of staff or student information.
18. Attempts to gain access to technology or technology services by impersonating another user.
19. Violations of "fair use" practices and guidelines, including copyright violations.

- F. District technology and technology services are to be used primarily for school-related purposes and performance of job duties. Incidental personal use of technology and technology services is permitted, so long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. Staff personal technology may be connected to the district network but only after the "Employee Personal Technology Network Access Certification" is filled out annually and submitted to the technology department.
- G. If a user can identify a security or system problem, the user must notify appropriate district staff, including an immediate supervisor and the technology department. The user should not demonstrate the problem to other users or encourage exploitation of the problem.
- H. Any user identified as a security risk or having a history of problems with other technology or technology services may be denied access to technology and technology services.
- I. Upon termination of employment or resignation, staff accounts will be closed, and access to technology and technology services will be denied. Upon notice of withdrawal from school, student accounts will be closed, and access to technology and technology services will be denied.
- J. Anyone using district technology or technology services shall be responsible for damages to equipment, systems or software resulting from deliberate or wrongful acts. Any unauthorized or inappropriate activities may result in the loss of access to technology and technology services, and may result in further disciplinary action. Malicious attempts to harm or destroy technology or technology services will be considered a criminal offense and will be pursued with appropriate legal action.
- K. District personnel, including the technology department, will never ask for individual network passwords, which are confidential to the user. Never give out your network password.
- L. Building level administrators are responsible for establishing and maintaining files on building staff and student Acceptable Use Policy agreements. Furthermore, these administrators are responsible for timely notification to the technology department relating to changes in user agreement status that require technology and technology services access to be established or discontinued.

- M. In an effort to follow accepted network security practices, the technology department will be forcing staff network password changes periodically throughout the year (at least once a year). If the staff member requires writing the password down in order to remember it, it must not be labeled as such and must be kept secure.
  
- N. In the event that a guest, such as a student teacher, guest speaker or outside consultant, requires access to technology or technology services, it is the responsibility of the staff member overseeing the guest's activities to request temporary access for the guest through the Technology Department. A "Guest Agreement" should be signed and forwarded to the building level administrator prior to access being granted. Any guest's use of technology or technology services shall take place only under the direct supervision of qualified district staff.
  
- O. All published information must be educationally sound and appropriate, in support of educational pursuits consistent with the district mission and goals as well as in compliance with state and federal guidelines such as FERPA (Family Educational Rights and Privacy Act).
  - 1. If student work samples or images are to be posted, the staff member who requests the posting must confirm the status of the permission to post this information according to the student AUP agreement letter. Building administrators are required to provide Opt-out information via the district SIS (student information software).
  
- P. Employees may request that specific sites be blocked or unblocked by the district's filtering software. The Director of Technology and/or the Superintendent and/or his/her designee as necessary, shall make the final decision as to the blocked/unblocked status of the site.
  
- Q. District employees shall only use the official, district-supplied email address to initiate, receive and conduct email communications for district business purposes.

ACCEPTABLE USE AGREEMENT  
Oxford Area School District  
DISTRICT TECHNOLOGY AND TECHNOLOGY SERVICES  
Employee Agreement

Name (print) \_\_\_\_\_

Position \_\_\_\_\_

Building \_\_\_\_\_

Appropriate access and use of district technology and technology services requires proper conduct of the user, and that conduct must adhere to the guidelines established within the administrative procedures for Oxford Area School District policy 6330. By signing below, the user acknowledges the following statements:

- I have read and understand the district's Acceptable Use Policy 6330 and agree to abide by the conditions specified therein.
- I also understand it is my responsibility to regularly review the Acceptable Use Policy public folder files posted on the district network as supporting references to this policy.
- I understand that violation of the guidelines may result in loss of district technology and technology services privileges and in disciplinary action, and may constitute a criminal offense. I understand that illegal use of district technology and technology services will be reported to the appropriate authorities for possible prosecution.
- I hereby release the district and its personnel from any and all liability from claims and damages that may arise from my use of the district technology and technology services. I understand that I shall be held responsible for damage to equipment, software or systems that result from my deliberate or willful acts.
- I understand and agree that all technology systems and equipment, as well as all data transmitted, received or stored using district systems, are the property of the school district. I also understand that I have no expectation of privacy connected to the transmission, receipt or storage of data using district systems.

- I also acknowledge and consent to the monitoring of my use of district technology and technology services by appropriate district personnel, including accessing, reviewing and printing files which I have created, transmitted, received or stored using the district system.
  
- I understand that any accounts issued to me are to be used only by me and are to be used in a responsible manner at all times. I will also take all reasonable precautions to prevent others from being able to use my account.
  
- Furthermore, I agree that my primary use of district technology and technology services is to be educational in nature, in support of educational pursuits consistent with the district mission statement and curriculum goals. Personal use of district technology and technology services is prohibited during working hours.
  
- I understand and agree that my signature is required on this document for me to be authorized to access district technology and technology services.
  
- The Superintendent or designee will only authorize the tracking of any District owned device after the reasonable protocols for recovery of the district owned device are exhausted. Tracking may involve the activation of the equipment location software. Only after the reasonable protocols are exhausted will the tracking of the device be considered or authorized.
  - Tracking will occur when student or staff report lost or stolen items.
  - Tracking will occur after five (5) days of disenrolled student or separation of staff without property being returned to District.
  
- I acknowledge that, when supervising the use of technology and technology services, it is my responsibility to monitor activities and ensure compliance with the Acceptable Use Policy.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by the Building Administration \_\_\_\_\_ Date \_\_\_\_\_



ACCEPTABLE USE AGREEMENT

Oxford Area School District  
DISTRICT TECHNOLOGY AND TECHNOLOGY SERVICES  
Student Agreement

Name (print) \_\_\_\_\_ District ID \_\_\_\_\_

Homeroom  
Teacher \_\_\_\_\_

Grade and  
Building \_\_\_\_\_

Student Section

Appropriate access and use of district technology and technology services requires proper conduct of the user. This document is provided so that students are aware of their responsibilities when using OASD's technology resources, and to explain to users that they will be held accountable for their non compliance with OASD's technology policies. In order to use district technology and technology services, students must adhere to the guidelines established within the administrative procedures for Oxford Area School District policy 6330. By signing below, the user acknowledges the following statements:

- I have read and understand the district's Acceptable Use Policy 6330 and agree to abide by the conditions specified therein.
- I understand that violation of the guidelines may result in loss of district technology and technology services privileges and in disciplinary action, and may constitute a criminal offense. I understand that illegal use of district technology and technology services will be reported to the appropriate authorities for possible prosecution.
- I hereby release the district and its personnel from any and all liability from claims and damages that may arise from my use of the district technology and technology services. I understand that I shall be held responsible for damage to equipment, software or systems that result from my deliberate or willful acts.
- I understand and agree that all technology systems and equipment, as well as all data transmitted, received or stored using district systems, are the property of the school district. I also understand that I have no expectation of privacy connected to the transmission, receipt or storage of data using district systems.

- I also acknowledge and consent to the monitoring of my use of district technology and technology services by appropriate district personnel, including accessing, reviewing and printing files which I have created, transmitted, received or stored using the district system.
- I understand that any accounts issued to me are to be used only by me and are to be used in a responsible manner at all times. I will also take all reasonable precautions to prevent others from being able to use my account. Furthermore, I agree that my use of district technology and technology services is to be solely educational in nature, in support of educational pursuits consistent with the district mission statement and curriculum goals. Personal use of district technology and technology services is prohibited.
- The Superintendent or designee will only authorize the tracking of any District owned device after the reasonable protocols for recovery of the district owned device are exhausted. Tracking may involve the activation of the equipment location software. Only after the reasonable protocols are exhausted will the tracking of the device be considered or authorized.
  - Tracking will occur when student or staff report lost or stolen items.
  - Tracking will occur after five (5) days of disenrolled student or separation of staff without property being returned to District.
- I understand and agree that my signature, and that of my parent or guardian if I am under the age of 18, is required on this document for me to be authorized to access district technology and technology services.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Section

Parent/Guardian Name (print)

\_\_\_\_\_

Relationship to student

\_\_\_\_\_

By signing below, I acknowledge that:

- I have read and understand the district's Acceptable Use Policy 6330.
- I hereby release the district and its personnel from any and all liability for claims or damages that may arise from my child's use of district technology and technology services.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Photographs and Work Samples

As part of celebrating student achievement, programs, and special activities with the community, the school district may wish to publish student work and photographs on the district web site or district cable communication system.

I do grant permission for my child's photograph and work samples to be posted.

I do not grant permission for my child's photograph and work samples to be posted.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by the Building Office \_\_\_\_\_ Date \_\_\_\_\_

Entered into Student Information System \_\_\_\_\_ Date \_\_\_\_\_

ACCEPTABLE USE AGREEMENT

Oxford Area School District  
DISTRICT TECHNOLOGY AND TECHNOLOGY SERVICES  
Guest Agreement

Guest Name (print)

\_\_\_\_\_

Purpose for which access is to be provided \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Access Dates Requested: From \_\_\_\_\_ to \_\_\_\_\_

Appropriate access and use of district technology and technology services requires proper conduct of the user, and that conduct must adhere to the guidelines established within the administrative procedures for Oxford Area School District policy 6330. By signing below, the user acknowledges the following statements:

- I have read and understand the district's Acceptable Use Policy 6330 and agree to abide by the conditions specified therein.
- I agree to limit my access to district technology and technology services to activities directly related to the above stated purpose.
- I understand that violation of the guidelines may result in loss of district technology and technology services privileges and may constitute a criminal offense. I understand that illegal use of district technology and technology services will be reported to the appropriate authorities for possible prosecution.
- I hereby release the district and its personnel from any and all liability from claims and damages that may arise from my use of the district technology and technology services. I understand that I shall be held responsible for damage to equipment, software or systems that result from my deliberate or willful acts.

- I understand and agree that all technology systems and equipment, as well as all data transmitted, received or stored using district systems, are the property of the school district. I also understand that I have no expectation of privacy connected to the transmission, receipt or storage of data using district systems.
- I also acknowledge and consent to the monitoring of my use of district technology and technology services by appropriate district personnel, including accessing, reviewing and printing files which I have created, transmitted, received or stored using the district system.
- I understand that any accounts issued to me are to be used only by me and are to be used in a responsible manner at all times. Furthermore, I agree that my use of district technology and technology services is to be solely educational in nature, in support of educational pursuits consistent with the district mission statement and curriculum goals. Personal use of district technology and technology services is prohibited.
- I understand and agree that my signature (or electronic equivalent) is required on this document for me to be authorized to access district technology and technology services.

Guest Signature \_\_\_\_\_ Date \_\_\_\_\_

Guest Access authorized by Technology Department

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by the Building Administration Date \_\_\_\_\_

If using personal equipment, please fill out the following fields:

Systems MAC address:

System Serial Number:

System Manufacturer:

System Model#:

System security patch updates (Date of last update):

Anti Virus Company:

Date of AV definitions:

## Employee Personal Technology Network Access Certification

Name: \_\_\_\_\_

School: \_\_\_\_\_

Computing device description: \_\_\_\_\_

System MAC address: \_\_\_\_\_

System Serial Number: \_\_\_\_\_

System Manufacturer: \_\_\_\_\_

System Model#: \_\_\_\_\_

Anti Virus Company: \_\_\_\_\_

Date of AV definitions: \_\_\_\_\_

I hereby release, discharge, and covenant not to sue and agree to defend, indemnify and save harmless the Oxford Area School District (OASD), its board members, administrators, officers, agents, and employees from all liability, claims, losses, or damages, sustained or alleged to have been sustained in whole or in part, as a result of the use of the personal technology device(s) described above, including without limitation damage to the device during configuration by OASD, connection to the network, copyright infringement by the user of the device or otherwise.

I understand that the personal technology device must be used in compliance with the district technology security and services policy 6330 and that OASD has the authority to monitor and log the usage of the user as outlined in the policy.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Technology Department Employee Signature:

\_\_\_\_\_  
All file sharing programs removed:

System security patch updates run:

Date: \_\_\_\_\_