

The **Roseville City Elementary School District** (“RCS D” or “District”) Governing Board recognizes that technological resources can enhance employee performance by offering tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the district’s technological resources primarily for purposes related to their employment.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

#### Educational Purposes

The Roseville City Elementary School District data system has been established for limited educational purpose. District computers, networks, software applications, electronic mail, voice mail and other computer, electronic and telecommunication technologies and facilities are to be used solely for RCS D business and educational purposes. The term “educational purpose” includes classroom activities, career development and limited high quality self-discovery activities. The Roseville City Elementary School District data system has not been established as a public access service or a public forum. The Roseville City Elementary School District has the right to place reasonable restrictions on the material user’s access or post through the system. Users are also expected to follow the rules set forth in the District’s disciplinary code and the law in their use of the Roseville City Elementary School District data system.

Users may not use the Roseville City Elementary School District data system for political lobbying. However, they may use the system to communicate with elected representatives and to express their opinion on political issues.

#### Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or other online services in accordance with Board Policy 4040(a) and the user obligations and responsibilities specified below:

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly and primarily for work related purposes.
3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, disability, religion or political beliefs.
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
7. Employees shall not attempt to interfere with other users’ ability to send or receive email, nor shall they attempt to read, delete, copy, modify or forge other users’ email.
8. Employees shall not develop any classroom or work related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of messages. The district retains the right to delete material on any such online communications.
9. Users shall report any security problem or misuse of the services to the Superintendent or designee.
10. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.

11. Employees must ensure through legal or technical means that proprietary information remains within the control of RCS D at all times. Conducting District business that results in the storage of proprietary information on personal or non-District controlled environments, including devices maintained by a third party with whom RCS D does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by RCS D for District business.
12. Employees are responsible for exercising good judgment regarding appropriate use of RCS D resources in accordance with RCS D policies, standards, and guidelines. RCS D resources may not be used for any unlawful or prohibited purpose. In compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), technological resources shall not be used to transmit confidential information about students, employees, or district operations without consent.
13. You are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

### The Internet

The Internet is an electronic network linking computers and computer USERS all over the world. The Internet provides a variety of technical capabilities, including World Wide Web, email, newsgroups, chat rooms, telnet, social networks and others. Access to the Internet is designed to be a standard feature of every Roseville City Elementary School District school/department computer, and the Internet is considered an essential tool for student and staff research projects, peer contact and academic research. All traffic through Roseville City Elementary School District network can be logged and re- examined.

### Liability

The district will make good faith efforts to protect employees from improper or harmful matters which may be available on the Internet, though firewall and content filtering. A “content filter” is the use of a program to screen and exclude from access or availability web pages or e-mail that is deemed objectionable. However, no filtering system is 100% accurate, and some of the information available may be considered inappropriate for the workplace. In signing this agreement, the employee recognizes that the district can make no guarantees preventing improper access to such materials, and acknowledges Roseville City School District does not condone the use of such materials.

System failures may result in the loss of data services. These losses could involve loss of data, an interruption of services, or reliance on the accuracy of information maintained on the district system or access through the system. Roseville City School District disclaims responsibility for these, and all losses, due to system failure or human error. Employees are advised to make personal backups of all important personal data contained on the district system.

### Netiquette

The term “netiquette” refers to appropriate behavior on the Internet. The use of electronic information resources by staff and students must be in support of goals and objectives of Roseville City Elementary School District and pertain to the employee’s job duties.

**Users** are expected to abide by the generally accepted rules of network etiquette. These include the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Swearing and the use of vulgarities or any other offensive language is not permitted.
3. Passwords or the personal address of phone numbers of students or colleagues should not be provided to others.
4. Using the network in such a way that you would disrupt the use to the network by other users is strictly forbidden.
5. Accessing or posting material that is profane or obscene (pornography), that advocates or condones the commission of unlawful acts (illegal), or that advocates or condones violence or discrimination are not permitted.
6. Selling products or services via the system is not permissible. The district will not be responsible for financial obligations arising from the unauthorized use of the system.

### Email

Electronic mail (“E-Mail”) is an electronic message sent by or to a user in correspondence with another person having Internet or Local Area Network mail access. It is important **not** to consider electronic communications to be either private or secure. All **users** have some degree of privacy in their e-mail. However, if a **user** is believed to be in violation of the guidelines stated in this policy, a system administrator or other authorized personnel may need to gain access to private correspondence or files. Staff members are provided with a Roseville City Elementary School District email account and may use other e-mail servers via the Roseville City Elementary School District network. Non-school related use of the network and email will be permitted during non-duty time (before school, lunch and after school work hours) as long as it does not interfere with the employee’s work responsibilities or the network system, or is not in violation of the guidelines stated in this policy. It is important to have **users** remove messages from their *Inbox*, *Deleted Items* and *Sent Items* at a minimum of twice per school year.

## Web Page Construction

Publications must meet a variety of standards related to adequacy of research, spelling and grammar, and appropriateness of material. Posted material must relate specifically to school organization activities and programs and/or to school and career preparation activities. Only student or teacher-produced material should be used, and pointers (hyperlinks) to sites that may be in violation of this Acceptable Use Policy will not be permitted. All students who post on the Internet must first have a signed "Permission to Publish" document on file in the school office. Permission to publish documents is available from the Technology Services web site.

## Social Media

The **Roseville City School District** Governing Board recognizes there are legitimate business reasons for using social media at work or using district technology resources to access social media. To enable employees to take advantage of the business value of these sites and to promote an open, trusting, collaborative workplace, Roseville City School District policy allows employees to use social media within the guidelines specified below.

1. **What is Social Media?** Social media includes any web site in which visitors are able to publish content to a larger group. Content shared may include (but is not limited to) personal information, opinions, research, commentary, video, pictures, or business information. Examples of such destinations include large branded entities such as Facebook, Twitter, YouTube, Instagram and LinkedIn. However, blogs, special interest forums, user communities are also considered social media.
2. **Corporate Social Media Content:** Posting of content to corporate sponsored social media (e.g. the corporate Facebook page) is permitted only for administrators authorized to publicly represent the District.
3. **Inappropriate Content Policy:** While social media contains legitimate business and personal content, they also include content that is inappropriate for the workplace including nudity, violence, abused drugs, sex, and gambling. Therefore, the same inappropriate content policy that applies to the broader Web, also applies to content found within social media. Inappropriate content should not be accessed by employees while at work, or while using District technology resources. In addition to these guidelines, employees should use common sense and consideration for others in deciding which content is appropriate for the workplace.
4. **Content Publishing and Confidentiality Policy:** The following are policy guidelines regarding what you should and should not do when publishing content in social media. These guidelines apply to all social media communications whether personal or District related. Employees are responsible for content they publish in social media and can be held personally liable for content published. Employees also can be subject to disciplinary action by Roseville City School District for publishing inappropriate or confidential content. These guidelines only cover a sample of all possible content publishing scenarios and are not a substitute for good judgment.
  - a. Employees **SHOULD** know and follow all privacy and confidentiality guidelines in the Roseville City School District Employee Handbook. All guidelines in the employee handbook, as well as laws such as copyright, fair use and financial disclosure laws apply to social media.
  - b. Employees **SHOULD** speak in the first person when engaging in personal social media communications. Make it clear that you are speaking for yourself, and not on behalf of Roseville City School District.
  - c. Employees **SHOULD** be conscious of your association with Roseville City School District when using social media – If you identify yourself as a Roseville City School District employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents and students.
  - d. Employees **SHOULD** use their best judgment – Remember that there are always consequences to what you publish. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, and it is related to Roseville City School District, feel free to discuss it with an administrator, or simply do not publish it. You have sole responsibility for what you post to your blog or publish in any form of social media.
  - e. Employees **SHOULD NOT** disclose or use Roseville City School District confidential or proprietary information, or that of any other person or company. For example, ask permission before posting someone's picture in a social network or publishing in a blog a conversation that was meant to be private.
  - f. Employees **SHOULD NOT** cite or reference students, staff, partners or suppliers without their written approval.
  - g. Employees **SHOULD NOT** utilize social media for any illegal activity, including: hacking, cyber bullying, plagiarism (or intellectual property law violations) and/or copyright infringement.
  - h. Employees **SHOULD NOT** use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Roseville City School District workplace. Employees should show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
  - i. Employees **SHOULD NOT** conduct confidential business through your personal or other social media pages.

For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic.