

## ***Sulphur Springs Union School District*** **STAFF ACCEPTABLE USE AGREEMENT**

The Sulphur Springs Union School District, hereinafter referred to as SSUSD, provides quality services and support for life-long learning opportunities. SSUSD collaborates to build relationships with local educational institutions and other government and private sector entities to provide leadership, service, and support for all learners. This will be accomplished through the following four goals:

1. Provide, promote, and support environments that result in world-class learning;
2. Secure and develop resources (human, fiscal, and information) that support and promote our mission;
3. Develop and maintain an organization based on teamwork, trust, communication, commitment, and competence; and
4. Optimize customer satisfaction.

SSUSD has a strong commitment to providing a quality education for its students, including access to and experience with technology. SSUSD's goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication; providing appropriate access to all students; supporting critical and creative thinking; fully integrating technology into the daily curriculum; promoting collaboration and entrepreneurship; and preparing students and educators to meet the challenge of a highly technological and information-rich society.

SSUSD recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. SSUSD provides a wide range of technological resources, including staff Internet access for the purpose of advancing the educational mission of SSUSD. All employees are expected to learn and use the available technological resources that will assist them in the performance of their job responsibilities. The level of access provided coincides with the requirements of each employee's job functions. These resources are provided at the public's expense and maintained by SSUSD and therefore are to be used by members of the SSUSD community with respect for the public trust through which they have been provided. SSUSD intends to maintain a nonpublic forum, and the forums created by use of its technological equipment are reserved for SSUSD's intended purposes.

SSUSD periodically updates technology standards according to Board of Trustees' Policies and Administrative Regulations. Staff members who agree to abide by these defined standards will

have access to appropriate, available resources, with guidance and support provided by the Technology Services Department.

Board Policy 4040 and Administrative Regulation 4040 established ethical standards for the use of technology and technological resources in our schools and offices. Board policies apply to all SSUSD staff, whether or not they come into direct contact with students, and cover all technology used while acting in their capacity as a SSUSD staff member. This Acceptable Use Agreement provides direction regarding the appropriate and inappropriate use of technology:

- During the performance of duties;
- While at a SSUSD location; and/or
- While using SSUSD equipment and/or accessing SSUSD resources.

Successful operation of such resources requires that all users conduct themselves in a responsible, confidential, ethical, decent, and polite manner, consistent with SSSD Mission and Goals, as well as existing and applicable statutes. This Acceptable Use Agreement does not attempt to articulate all required or prohibited behavior by users. Additional guidance and support is provided by the Technology Services Department.

This document provides direction to SSUSD employees regarding electronic communications such as electronic mail, social networking, and publishing web pages on the Internet through SSUSD or other web servers. Considerations reflected in this document are:

1. Protecting the welfare of children;
2. Protecting every individual's right to privacy;
3. Protecting intellectual and property rights;
4. Respecting the rights of children's parents/guardians;
5. Assuring web resources are used to promote SSUSD's educational goals; and
6. Assuring web resources are of the highest quality and are organized, well-designed, and easy to navigate.
7. Compliance with Internet content override procedures.

Unacceptable behaviors include but are not limited to: creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright, including software, published texts, and student work; political and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material that a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

SSUSD employees must follow SSUSD protocols when using SSUSD technological resources. Modification of such resources must be accomplished with guidance and support provided by the Technology Services Department. For example, a SSUSD employee may not download any software or electronic files without implementing virus protection measures that have been approved by SSUSD. An employee may not intentionally interfere with the normal operation of

the network, including the propagation of computer viruses and unsanctioned high-volume network traffic that substantially hinders others in their use of the network. This includes causing congestion or disruption of the SSUSD network through inappropriate downloads of large files, streaming of unauthorized audio/video content, or other such activities. A SSUSD employee may not examine, change, or use another person's files, output, records, or user name for which they do not have explicit authorization. An SSUSD employee may not override a website for classroom use without previewing the site for appropriate content beforehand. A SSUSD employee may not perform any other inappropriate uses identified by the technology administrator.

SSUSD employees, during the performance of duties, must obey all applicable laws and must follow rules of professional conduct. SSUSD is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students regarding education records. SSUSD is committed to meeting the provisions established in the Health Insurance Portability and Accountability Act (HIPAA), which protects the rights of students and employees regarding protected health information. When technology resources are used to transmit confidential information about students, employees, and/or SSUSD business, all appropriate safeguards must be used.

SSUSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, SSUSD uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. It is understood that there might be occasions when a teacher, for instructional purposes, might need to partially override the Internet content filter to access educational content. In order to receive and retain these privileges for override staff members must:

1. Attend a professional development session annually on current federal/state regulations and district policies and procedures.
2. Only access websites and resources that comply with district and board policies and have been previewed in advance before use in an instructional setting.
3. Only override the filter to access instructionally viable content and resources.
4. Understand that having the ability to have partial override abilities is a privilege that may be revoked at anytime.

Staff members understand they are responsible for previewing any content that will be made available to students to assure it complies with all board and district policies. In compliance with California legislation and E-Rate<sup>1</sup>, SSUSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism. SSUSD provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals

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<sup>1</sup> Part of the Telecommunications Act of 1996, E-Rate is a FCC program operated by Universal Service Administrative Company (USAC) that provides discounts for schools and libraries for telecommunication and Internet access services through Universal Service Funds. Discount eligibility is based on the poverty level of students and urban/rural status of the school.

on social networking sites and in chat rooms, cyberbullying awareness and response, and protecting online privacy and avoiding online predators.

A SSUSD employee, acting in an individual capacity and outside the scope of employment, may, during nonworking time, express views and opinions that do not necessarily state or reflect those of SSUSD. Any such expression shall neither state nor imply that it is made on behalf of SSUSD. A SSUSD employee shall not communicate information otherwise prohibited by SSUSD policy or procedures using technological resources.

A SSUSD employee does not have an expectation of privacy in workplace electronic communications. Computer files and communications over electronic networks, including e-mail, voice mail, and Internet access, are not private. To ensure proper use, the Superintendent/designee may monitor SSUSD's technological resources, including but not limited to e-mail, voice mail systems, and Internet usage, at any time without advance notice or consent and may copy, store, or delete any electronic communication or files and disclose them to others as it deems necessary or required by law. A SSUSD employee acting within the scope of employment, should conduct SSUSD business only on SSUSD sanctioned systems. A SSUSD employee may not consume time on non SSUSD business, and the employee's use of SSUSD equipment is expected to be related to SSUSD's goals of educating students and/or conducting SSUSD business. SSUSD recognizes, however, that some personal use is inevitable and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with SSUSD business, and is not otherwise prohibited by SSUSD policy, procedure, or statute.

Although SSUSD will make a concerted effort to protect staff from adverse consequences resulting from use of SSUSD technology resources, all users must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities. Users are ultimately responsible for their actions in accessing and using SSUSD computers and/or mobile devices and the SSUSD network. SSUSD accepts no liability relative to information stored and/or retrieved on SSUSD-owned technology resources. SSUSD accepts no liability for employee-owned technology resources used on SSUSD property.

### Use of Artificial Intelligence

The District has developed the following guidelines and protocols for employee use of Artificial Intelligence ("AI"):

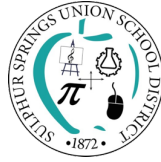
1. Before allowing students to use a specific AI platform in the classroom and before using any AI tool as a resource, employees should ensure that the AI system has been vetted and approved by the District or otherwise meets the District's safety standards. This approval must come from the Assistant Superintendent of Educational Services.
2. When applicable, the District should attain parental consent before offering certain open generative AI services to students. Open generative AI is an open universe that takes prompts it receives from users to improve and populate its knowledge base. As such, open generative AI shares data it receives with future users and requires parental consent when student information is shared. This includes students' personally identifiable information and student records. Employees shall refrain from using open generative AI when employee or student personally identifiable information or confidential information is involved.

3. Evaluation of an AI tool may include whether it:

- a. is an open or closed environment for purposes of data collection;
- b. has a privacy setting where data resharing can be limited or blocked;
- c. meets current student data privacy standards;
- d. can be offered in an equitable manner;
- e. any inherit bias can be minimized or eliminated; and
- f. has safeguards in place to confirm that accurate and factually correct information can be provided.

4. Employees should be cognizant of the information they are sharing with any open AI system and shall not share any confidential information or personally identifiable information of another student, employee, or other person. Personally identifiable information includes, but is not limited to, a person's name, address, email address, telephone number, Social Security number, or other personally identifiable information. Confidential information includes, but is not limited to, information in a student's education record such as their grades and information pertaining to an Individualized Education Plan. This include individualized IEP goals.

SSUSD employees are expected to review, understand, and abide by the policies described in this document, Board Policy 4040, and Administrative Regulation 4040. The employee's signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign SSUSD's Acceptable Use Agreement annually. SSUSD supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Policies are kept on file at SSUSD. Any employee who violates any provision of this Acceptable Use Agreement shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities.



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***Acknowledgement***

SSUSD by the policies described in this document and the accompanying procedures provided by the Technology Services Department. The employee's signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign SSUSD's Acceptable Use Agreement annually. SSUSD supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Agreements are kept on file at SSUSD. Any employee who violates any provision of this Acceptable Use Agreement shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to revocation of all District technology privileges, disciplinary action, up to and including termination or criminal prosecution by government authorities.

Below you will find the instructions on how to access the reading material online.

Staff Acceptable Use Agreement:

- 1) Visit our district website at [www.sssd.k12.ca.us](http://www.sssd.k12.ca.us)
- 2) Click on **Sign In** (bottom right hand corner)
- 3) Log into the site using **Screen Name:** sssdemployee and **Password:** s5sd/Employee
- 4) Highlight the **Departments Tab**
- 5) Click on **Personnel Services**
- 6) Under **Resources** click on Staff Acceptable Agreement
- 7) Once you have read the agreement, fill out the information below and submit to the Pupil Services Department.

I have read and understand this Acceptable Use Agreement.

Certificated       Classified

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

(Please Print)

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