PCHS Responsible Use Policy (RUP) For Employees

Purpose

PCHS is committed to ensuring that Pali's use of technology is focused on student achievement and preparing students appropriately for the 21st century world that awaits them. It is also incumbent upon PCHS, as an organization, to consider the legal requirements of safeguarding information and preventing inappropriate and unlawful activities. This RUP attempts to convey information and to clarify a set of guidelines that will enable creative, effective use of technology while protecting students, staff, and the school.

PCHS understands the fundamental need to use technology to run the school, and is especially dedicated to the use of educational technology in order to best prepare our student body. At the same time, PCHS must prevent unauthorized access and other unlawful activities by users online. PCHS must also prevent unauthorized disclosure of, or access to, sensitive information. PCHS must comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA).

As used in this Responsible Use Policy (RUP), "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by PCHS (the "network") regardless of the physical location of the user. The RUP applies even when PCHS provided equipment (laptops, tablets, etc.) is used off PCHS property. Additionally, the RUP applies when non-PCHS devices access the PCHS network.

Please note that:
- PCHS uses technology protection measures to block or filter, as much as possible, access to visual and written depictions that are obscene, pornographic, or harmful to minors over the network
- PCHS reserves the right to monitor users' online activities and to access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary.
- as per the Freedom of Information Act, FOIA, users should have no expectation of privacy regarding their use of PCHS property, network, and/or Internet access or files, including email.
- PCHS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to PCHS applications, including but not limited to email, data management and reporting tools, and other web applications outside the United States and Canada.

Employee Responsibility

PCHS employees are expected and encouraged to help students use technologies in meaningful, safe, and responsible ways. Furthermore, users of the PCHS network and technology resources are expected to use the system with courtesy, respect, and integrity in accordance with the laws that govern privacy and copyrights.

Employees must acknowledge the following rules and conditions:
- ❏ My use of technology must be meaningful, safe, and responsible.

If you are supervising students using technology, be vigilant in order to ensure students are meeting the provisions outlined in the RUP.

Digital Citizenship
- ❏ All employees are responsible for modeling and actively practicing positive digital citizenship.
- ❏ Employees using classroom technology are explicitly required to teach students about positive digital citizenship.
- ❏ What employees do and post online must not disrupt school activities or compromise school safety and security.

Privacy
- ❏ I will not share personal information about students and employees including, but not limited to, names, home addresses, birth dates, telephone numbers, student ID numbers, employee numbers, and visuals.
- ❏ Transfer of student information must only pass through approved PCHS information systems and facsimile. Personal email and collaborative documents are not secure methods for transmitting student data.
- ❏ I will be aware of privacy settings on websites that I visit.
- ❏ I will abide by all laws, this Responsible Use Policy, and all PCHS Acceptable Use Policies.

Passwords
- ❏ Under no circumstances are PCHS passwords to be shared with others, including other PCHS staff and students.
- ❏ Log out of unattended equipment and accounts in order to maintain privacy and security.

Professional Language
- ❏ Use professional language in all work-related communications including email, social media posts, audio recordings, conferencing, and artistic works.
- ❏ ~~I represent the school district in all my professional and personal online activities. Additionally, my public activities on my personal social media should not reflect negatively on students, parents, staff, or PCHS itself.~~

Cyberbullying

❏ Bullying in any form, including cyberbullying, is unacceptable both in and out of school.
❏ Report all cases of bullying to the site administrator or other authority.

Inappropriate Material

❏ Do not seek out, display, or circulate material that is hate speech, sexually explicit, or violent while at school or while identified as a PCHS employee.
❏ Exceptions may be made in an appropriate educational context.
❏ The use of the PCHS network for illegal, political, or commercial purposes is strictly forbidden.
❏ Transmitting large files that are unrelated to PCHS business and disruptive to the PCHS network is prohibited.

Security

❏ All users are responsible for respecting and maintaining the security of PCHS electronic resources and networks.
❏ Do not use the PCHS network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
❏ Do not try to bypass security settings and filters, including through the use of proxy servers or VPNs (Virtual Private Networks).
❏ Do not install or use illegal software or files, including unauthorized software or apps, on any PCHS computers, tablets, smartphones, or new technologies.

Equipment and Network Safety

❏ Take all reasonable precautions when handling PCHS equipment.
❏ Use caution when downloading files or opening emails as attachments could contain viruses or malware.
❏ Vandalism in any form is prohibited and must be reported to the appropriate administrator and/or technical personnel.

Copyright

❏ While there are fair use exemptions (http://www.copyright.gov/fls/fl102.html), all users must respect intellectual property. Use the advanced search options available in Google and other search engines that filter for use when obtaining images and other materials for use in your own instructional materials when possible. (*For help on how to find free-to-use images: https://support.google.com/websearch/answer/29508?hl=en*)
❏ Follow all copyright guidelines (http://copyright.gov/title17/) when using the work of others.
❏ Do not download illegally obtained music, software, apps, and other works.

Social Media

❏ I understand my professional career also includes my digital reputation.

- ❏ I understand all online actions leave a permanent record and remain online, even if deleted.
- ❏ I understand, as a certified or licensed employee, that I may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities.
- ❏ I understand that blogs, teacher websites, and learning management systems are an extension of my classroom, and it is important to actively monitor and maintain these resources.
- ❏ I will adhere to FERPA and copyright regulations when posting student activities.
- ❏ I will refrain from posting student photos/videos on my personal social media accounts without parental consent.

Consequences for Irresponsible Use

Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against employees, including personnel action and/or criminal prosecution by government authorities.

Disclaimer

PCHS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or PCHS accounts. Users are responsible for any charges incurred while using PCHS devices and/or network. PCHS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of PCHS, its affiliates, or employees.

Instructions:

After having read the above information, sign below and return to your administrator or other designated supervisory personnel.

I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of Palisades Charter High School.

Employee Name: _____

Employee Signature:_____   Date:_____

Please return this form to your supervisor or administrator to be kept on file. It is required for all PCHS employees that will be using a computer network and/or Internet access.