

POLICY TITLE: Acceptable Use of Technology Resources POLICY CODE: EJA
GOVERNING BOARD POLICY LEAD DEPARTMENT: Technology and
Telecommunication Services

Technology, including but not limited to the Internet, electronic mail, hardware, software, and online resources, is a valuable tool that supports teaching and learning through access to resources and information, learning activities, interpersonal communication, research, training and collaboration and dissemination of successful educational practices, methods and materials. Information technologies such as the Internet are an extension of school libraries and other media/resource centers provided with a goal of promoting resource sharing, research innovation, communication and opportunity for collaborative work. The Tucson Unified School District (TUSD) Governing Board supports the use of technology by staff that is consistent with the goals of the district. Like other district resources, all technology must be used in a professional and ethical manner. Use of technology resources demands personal responsibility and understanding of TUSD's appropriate use agreement(s) outlining acceptable use procedures/practices. Staff member's use of district technology is a privilege. General rules for behavior and communications apply when using technology. Improper use includes, but is not limited to, violating copyright or intellectual property rights, the Family Educational Rights and Privacy Act and local, state and federal laws. Use of district technology must comply with GBEA – Staff Ethics, GBEB – Staff Conduct, and GBEB R – Staff Conduct Regulations. All TUSD employees who use technology must sign and abide by the district's Acceptable Use Agreement(s) indicating their knowledge of and agreement to terms and conditions of use of district technology resources (see EJC – Electronic Mail; EJA - R – Acceptable Use of Technology Resources Regulations and Exhibit). Failure to follow the acceptable use procedures will result in the loss of the privilege to use these tools and may result in disciplinary action up to and including termination. Employees leaving the District shall discontinue use of District technology upon termination of employment.

Adopted: 8/3/2004

Revision:

Review:

Legal Ref:

Future Cross Ref: EJC – Electronic Mail; GBEA – Staff Ethics, GBEB – Staff Conduct, and GBEB R – Staff Conduct Regulations.

Replaces TUSD Policy # 1051 Computer Data Protection

REGULATION TITLE: Acceptable Use of
Technology Resources

CODE: EJA - R

POLICY REGULATION LEAD DEPARTMENT: Technology and
Telecommunications Services

Acceptable Use of Technology resources means technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the policies and educational objectives of Tucson Unified School District (TUSD).

This regulation is designed to guide employees in the acceptable use of computer systems, networks, and other information technology resources at TUSD, and should be read and interpreted in conjunction with all other TUSD policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior.

Guiding Principles

- The use of TUSD technology resources, including but not limited to, the Internet (World Wide Web), electronic mail, hardware, software and online services, to access, transmit, publish, display or retrieve any material in violation of any U.S. or State laws or regulations or any material that is contrary to the educational goals of the District is prohibited. This includes, but is not limited to:
 - Copyrighted material.
 - Pornographic, obscene or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form).
 - Material protected by trade secret.
 - Material which is threatening, promotes violence or advocates destruction of property.
 - Material which advocates or promotes violence or hatred against a particular individual or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another.
 - Material related to gambling.
 - Material related to any illegal activity.
 - Material related to political elections. State law prohibits the use of any district resources for political activities.
- Employees are reminded that use of any and all TUSD property is primarily for TUSD business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.
- In addition, employees, while using TUSD technology resources, may not:

Internet Etiquette – Netiquette

Internet etiquette or **netiquette** guides us in proper behavior on the Internet and in using email. Following these widely accepted rules of behavior for email communication helps ensure that we communicate effectively and avoid misunderstandings. At TUSD, we expect that all staff members who use email will follow these guidelines.

Following are some things to remember anytime you are online:

- **Do unto others as you'd have others do unto you.** Be polite and courteous at all times. Remember that you're not communicating with a computer screen but with a human being who has thoughts and feelings just like you. Always think of the person on the receiving end of your messages.
- **Do not TYPE ALL WORDS IN CAPITAL LETTERS for emphasis. IT LOOKS LIKE YOU ARE SHOUTING.** If you need to emphasize a word, use asterisks, like *this* or underscores, like this.
- **Remember that the written word is hard to interpret.** When you speak to someone, that person can hear the tone of your voice. If they can see you, they can take visual clues from your face and body to better understand your meaning. All of this is lost in text, and sometimes responses come across as mean or cruel, even when you did not intend them this way. This is the reason some people use emoticons, the visual clues that denote facial expressions, like :-).
- **Be careful not to use rude or inappropriate language online.** Just as it's unprofessional and inappropriate to use rude language in face-to-face meetings, it's unprofessional and inappropriate in email or other online communication situations.
- **Email is not private.** It is a lot like a postcard. Think before you send an email message. If you wouldn't want to see the message in print, posted on a bulletin board, in a newsletter, or shown to a jury, don't send it.
- **Use your subject field!** The subject field is a useful option that is often neglected. Providing a short, descriptive subject informs your reader of the content of your message and allows the recipient to prioritize and respond in a timely manner.
- **Use "Reply to All" when responding to a message that has been sent to multiple recipients.** This keeps everyone involved in the ongoing discourse and is especially helpful when developing decisions.
- **Use the "BCC" (or "blank carbon copy") field when emailing 10 or more recipients.** The BCC field does not display the list of recipients. This is effective when emailing more than 10 individuals as it prevents the address line from becoming so long that it interferes with reading the message.
- **Make a good impression.** Remember that the written word is the only way you can represent yourself online, so spelling and grammar count. If you are going to be writing a large amount of text for other people to see, make sure you break it up using paragraphs, it will make it easier on the eye for those that will read it.
- **Don't break any laws.** When you're on the Internet or sending email, follow the same rules of behavior that you would in real life. Know TUSD policy and abide by it. And remember that ignorance of the law isn't an excuse. You may use your access to the Internet to look up and review Federal and State laws.
- **Don't flame.** Do not send rude or offensive email messages or postings. It's bad manners and can get seriously out of hand.
- **Don't forward chain letters or advertisements.**
- **A signature line in email should be short.** Include only name, title, department or site, address, phone, fax and email address, five lines or less. Do not include advertisements __