

STAFF PERSONNEL

Series 400

POLICY TITLE STAFF TECHNOLOGY RESPONSIBLE USE

No. 401.13

The Johnston Community School District is committed to making advanced technology available for educational purposes. Acknowledging availability of electronic resources throughout the work place, the Board recognizes that staff members will share ideas, gain information, communicate with others and expand their classroom resources. As staff members connect to digital technologies, the use of new tools and applications brings responsibilities as well as opportunities.

The Board encourages staff to make responsible use of electronic resources to explore educational topics, conduct research, communicate with parents and students, contact others in the educational community and perform their job responsibilities. The Board anticipates that technology tools will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of best practice by forming partnerships with others across the district, state, nation and around the world.

Staff may participate in educational networking sites. Educational networking sites are used by educators as teaching tools and for professional development. Staff will be allowed to access district approved social networking and media sharing websites on district-owned devices and only use those approved for academic/classroom use. (see also Social Media Responsibility Policy (401.14))

Staff shall only engage in responsible, appropriate, ethical and legal use of the district's technology resources. The Board directs the Superintendent to specify those behaviors that are permitted and those that are not permitted, as well as appropriate procedures to guide staff use. In general, staff members are expected to communicate in a professional manner consistent with laws governing the behavior of school staff members, including but not limited to, federal laws governing copyrights.

This policy and the related administrative procedures shall cover all available district technologies, now or hereafter existing, not just those which may be specifically listed.

The Director of Technology working with appropriate staff shall establish regulations governing the use and security of the school district's technology resources. The school district will make every reasonable effort to maintain the security of the system. All users of the school district's technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of computer access privileges.

Cross Reference: 104 Anti-Bullying/Harassment
 306 Administrator Code of Ethics
 401.11 Employee Orientation
 407 Licensed Employee Termination of Employment
 413 Classified Employee Termination of Employment
 605 Instructional Materials

Date Approved: August 14, 2006

Last Date Reviewed: November 21, 2016

Last Date Revised: December 12, 2016