

## **SERIES 500 - PERSONNEL**

### **General Personnel Policies - 520**

#### **Staff Code of Conduct for the Use of Portable Technology (522.6)**

As new technologies become available for personal use, they may also provide many new and positive educational benefits for classroom instruction and general school operations. Therefore, all employees of the Norwalk-Ontario-Wilton School District will be allowed to bring their own technology devices to school to assist in their employment.

#### **Definition of Technology**

For this policy, the term “Technology” means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication devices, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

#### **Cell Phones**

The School District encourages all employees to make their personal calls on their personally owned cell phones during lunch times, prep times, and before or after school.

#### **Internet**

Only the internet gateway provided by the school may be accessed while on the school campus. Personal internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time. Employees who access the school district’s network with their own technology must have appropriate anti-virus software installed on their personal device.

#### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. The Norwalk-Ontario-Wilton School District is not liable for any device stolen or damaged while on school property. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that decals and other custom touches are used to physically identify an employee’s device from others. Additionally, protective cases for technology are encouraged.

#### **Employee Responsibilities**

Employees must adhere to all school board policies, particularly School Board Policy 363.2, Network and Internet Acceptable Use. Furthermore, the employee must understand all of the following conditions:

- The employee takes full responsibility for his/her technology device. The school is not responsible for the security of employee owned technology.
- The technology cannot be used for personal social media use during work hours, with the exception of prep times, paid lunch or paid break times.

## **School Board Policy 522.6 (Continued)**

- During work hours, the employee only accesses files on the computer or internet sites which are relevant to the work required to perform the responsibilities of the contracted job.
- The employee acknowledges that the schools' network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The employee understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to alter, damage, destroy or provide access to unauthorized data or information is in violation of established district rules is forbidden.
- The employee realizes that processing and accessing information on school property related to "hacking", altering, or bypassing network security policies in a violation of established district rules and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The employee realizes that printing from personal technology devices will not be possible at school.

If this policy is violated, employees are subject to disciplinary action ranging from verbal or written reprimands to termination, depending on the severity and/or frequency of the violation.

Adopted: 1/14/13

Cross Reference: School Board Policy 363.2 – Network and Internet Acceptable Use Policy

Norwalk Ontario Wilton School District Policy  
District-Provided  
Access to Electronic Information, Services, and Networks

Student Name (please print): \_\_\_\_\_

Parent or Guardian's Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Current Grade: \_\_\_\_\_

I understand and will abide by the responsibilities, behaviors and consequences defined in the Acceptable Use Policy (AUP) for the Wide Area Network and Internet access provided by the Norwalk Ontario Wilton School District. I further understand that any violation of the regulations (NOW School District, AUP, federal and state law) is a breach of this contract, unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

Student User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you are under the age of 18 a parent or guardian must also read this Acceptable Use Policy and sign this agreement.**

As the parent or guardian of this student I have read the Acceptable Use Policy for Internet and network access in this document, and **I want my student to have access to the network and the Internet.** I understand that this access is designed for educational purposes and the Norwalk Ontario Wilton School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold the Norwalk Ontario Wilton School District responsible for materials acquired on the network. I hereby give permission to allow individual access to the network for my child and certify that the information contained on this form is correct.

**Yes, I want my student to have access to the network and the Internet.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As the parent or guardian of this student I have read the Acceptable Use Policy for Internet and network access in this document. I understand that this access is designed for educational purposes and the Norwalk Ontario Wilton School District has taken available precautions to eliminate controversial material. However, **I do not want my child to have access to the Internet.** I understand that it is not possible to guarantee that my child may not observe others using it. I am assured that my child will continue to have access to the network and programs residing within the NOW School District

**No, I do not want my student to have access to the Internet.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_