

## **INTERNET ACCESS FOR STAFF**

The Laconia School Board recognizes that technology is an important tool in 21<sup>st</sup> Century education. Technology offers tools to assist in providing a quality instructional programming, facilitating communication with parents/guardians, connecting teachers and the community, supporting District and school operations, and improving access to and exchange of information. The School Board expects all staff to learn to use the available technological resources that will assist them in the performance of their professional responsibilities. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the School District's technological resources primarily for purpose related to their professional responsibilities. Staff members are hereby notified that there is no expectation of privacy on district computers, electronic devices, computer files, email, Internet usage logs, and other electronic data.

Staff shall recognize that the School District and its employees have certain moral, ethical and legal responsibilities that are associated with certain types of information and that staff must understand these responsibilities and comply with them when using ANY electronic device whether district, personal, or publicly owned.

Staff shall refrain from using any electronic device to share or otherwise disclose any information regarding a student, regardless of whether such information is personally identifiable or would otherwise qualify as an educational record under the Family Education Rights and Privacy Act (FERPA) with any party who is not legally entitled to receive such information under the FERPA, without the written consent of the parent or legal guardian of the student.

Staff shall maintain the security and privacy of any educational record, as defined in the FERPA, which is stored on any personal electronic device and ensure that such educational record is transferred to the district's computers within a reasonable time period after such educational record is created.

The Superintendent or designee shall ensure that all School District equipment with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. After review of a blocked site, the Superintendent or designee may enable access for bona fide research, education or other lawful purpose.

The Superintendent shall establish administrative regulations and Acceptable Use Agreement that outlines staff obligations and responsibilities related to the use of School District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in cancellation of the staff member's user privilege, disciplinary action, and/or legal action in accordance with law, School Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff. Staff shall be required to acknowledge in writing that they have read and understood the School District's Acceptable Use Agreement.

**Adopted: April 16, 2013**

**Reviewed: October 21, 2014**