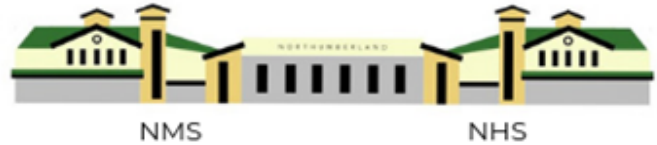


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TECHNOLOGY USE GUIDELINES

Social Media and Digital Communications

The Northumberland County Public School division recognizes that, when used appropriately, digital communication tools are an effective way to engage students, staff, parents/guardians, and members of the community. However, when used inappropriately, digital communications have the potential to be disruptive to the learning environment and can interfere with effective communication.

Professional Use

Employees are required to use a division-supported platform to communicate with students and parents via email, telephone, and/or text messaging for professional use. Employees are strongly encouraged to use a division platform for teacher/club websites and/or online collaboration. Use of other platforms must be approved by the employee's supervisor, with the employee accepting all responsibility for meeting records retention and other legal requirements.

Employees must abide by the following guidelines:

- Use appropriate language and tone at all times
- Refrain from speaking for the division outside the scope of the employee's job responsibility.
- Refrain from commenting, posting, or sharing information gained from employment with the school division.
- Limit digital communication with students to school business purposes only.
- Limit communications with parents and students to school supported platforms.
- Comply with FERPA, including student information and other confidential information.
- Refrain from use, sharing, reposting, and commenting on vulgar, obscene, derogatory, discriminatory, and sexually explicit material.
- Comply with all School Board Policies and Superintendent's Regulations.
- Respect copyright and fair use guidelines

The School Board recognizes that employees retain the right to keep their personal interests and business separate from their duties and responsibilities as division employees. While the division does not take a position on an employee's personal use of digital communication, employees do have a responsibility to serve as role models and leaders in our community and should conduct themselves in a manner consistent with that responsibility.

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Employees are expected to adhere to the following guidelines:

- Personal use must not interfere with job duties or otherwise be disruptive to the school environment or its operation.
- Employees should not communicate with students and/or families regarding information pertaining to their employment with the division that could be considered sensitive, confidential, or copyrighted, to which they have access because of their position with the division.
- Employees should not attempt to serve as a source of information on subjects outside the scope of the employee's job responsibility, but may refer individuals to the appropriate department or online source for information.
- Employees should use caution when posting any comment and/or images that may reflect negatively on the employee's professional image and/or the division thereby creating a substantial disruption and/or interference with the Division's effective and efficient operations.
- Employees may not utilize digital communications in a manner which would violate the division's policies on privacy, confidentiality, harassment, and retaliation.

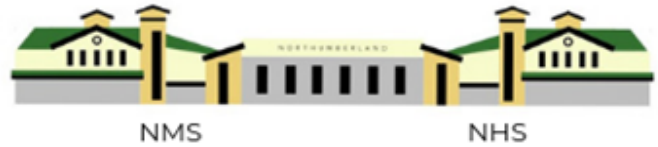
Additional information regarding employee use of social media and digital communication is found in Policy GAD and Superintendent's Regulation GAD.

Network Services/Internet Acceptable Use Policy/Division-Issued Devices

Use of the Northumberland County Public School (NCPS) computer system, including the internet, is governed by policy.

Use of network services and the internet is a privilege, not a right. There is no right of privacy nor an expectation of privacy for any activities conducted on any division computer system or network, including but not limited to email or content sent, received and/or stored on any division system. This includes non-NCPS provided devices while connected to NCPS networks or computer resources. Division officials reserve the right to monitor and record all user activity. Should there be any evidence of violation of the Acceptable Computer System Use Policy (, or any School Board Policy or regulation, or any local, state or federal law, Information Technology

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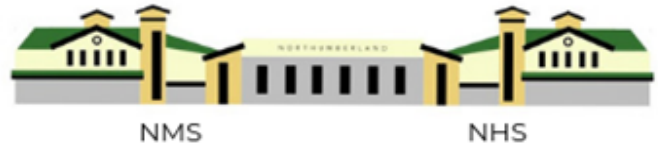
staff will provide such evidence to division administrators or to law enforcement officials, as appropriate, for disciplinary action and/or criminal prosecution.

NCPS utilizes the 1:1 program to deliver instruction to our students. The purpose of the 1:1 program is to promote the effective use of technology and improve learning outcomes for all students and teachers. NCPS designed this program to enhance student-learning experiences both inside and outside of our schools with a consistent delivery of high-quality educational experiences for all students and teachers.

Network Services User Responsibilities

- It is the responsibility of all NCPS Staff to keep their network account credentials secure. Staff will not share network account credentials with anyone including, but not limited to, a substitute employee, student teacher, or student. Staff may share their network password with Information Technology staff to facilitate the resolution of technical problems. In such cases, staff should immediately upon resolution contact the NCPS Help Desk for assistance in resetting the password.
- Staff will maintain the privacy and security of passwords and accounts at all times. Reset your password immediately if you believe that it has been compromised.
- Staff will not attempt to learn another user's password, access another user's account or impersonate another user on the network.
- Staff will not use the password used for their NCPS network account for any other account including, but not limited to, banking, shopping, social media, other email services, instructional websites/resources, etc.
- Staff will respect the property of others. Staff will not access, modify or delete any network files, documents, applications or data files belonging to others.
- Staff will utilize proper network and email etiquette. Harassment, discriminatory remarks, hate mail and threats, obscene or vulgar language, and conduct prohibited by School Board Policy, federal or state law are prohibited in email or other electronic communications. Use school email for educational purposes only and remember all emails are archived by the division and may be reviewed.
- Staff will properly use and care for all hardware and ancillary computer and network equipment available for use at any division site.

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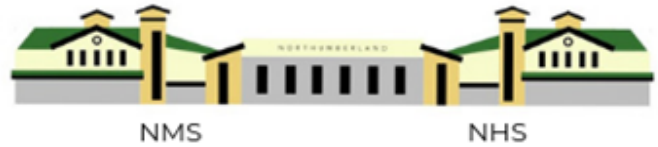
- Staff will be responsible for all content associated with the employee's network account and will ensure there is no inappropriate content, files or emails stored on the network.
- Personal software may not be installed on any division hardware.
- Users will adhere to the Copyright Act of 1976 and the Fair Use provisions as related to education.
- Any staff member who gains access to inappropriate or undesirable internet content, becomes aware of a network or hardware security problem, or copyright or fair use infringement will immediately notify the Department of Educational Technology.
- Staff who engage with the public via digital communication or social media will comply with all policies and regulations regarding such communications and:
 - Refrain from commenting on behalf of the division outside the scope of the employee's job responsibility.
 - Use appropriate language and tone at all times.
 - Limit digital communication with students to school-related purposes (except for employee-student relatives).
 - Respect copyright and fair use guidelines.
 - Comply with all School Board Policies and Superintendent's Regulations.
 - Comply with FERPA.

Violation of the Acceptable Computer System Use Policy will result in disciplinary action including suspension of network privileges and possible termination of employment.

NCPS takes precautions to restrict access to undesirable or inappropriate content using firewalls and filtering applications and other security measures. Despite these efforts, division staff responsible for students will monitor all student computer/internet activity in classrooms, labs, libraries and any location students have computer/internet access and will pursue appropriate disciplinary actions based on the Student Code of Conduct or for any violations of the Student AUP.

NCPS makes no warranties of any kind, expressed or implied, for the network services it provides. NCPS is not responsible for any damages users may incur, including loss of data due to delays, nondeliveries, misdeliveries, equipment failures or service interruptions. Due to the vast, diverse, unmanaged character of the internet, NCPS will not be responsible for the

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accuracy, nature or quality of information gathered from the internet. NCPS is not responsible for personal property used to access division hardware or networks or the internet or for any financial obligations resulting from the internet access provided by the division.

Internet safety refers to the best practices and precautions users should observe to ensure personal safety and the safety of networks, personal information and devices, such as:

- Safe practices online to protect personal safety
- Safe practices online to limit security risks to private information and property
- Safe practices online to protect personal and school division networks and information

Employees are expected to follow all copyright laws. Piracy of software, music, movies, etc. is not tolerated. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

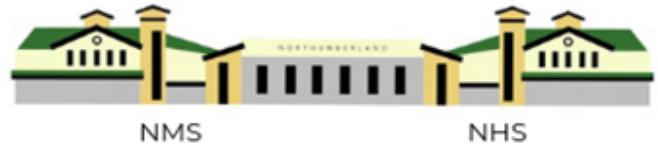
Network Services User Privileges

- Staff will have access to division-provided technology, including but not limited to computers, communication services, and the internet, for the purpose of conducting School Board business.
- Staff may access information from outside resources via the internet that facilitates or supports the business needs as well as learning and educational activities.
- Staff may download and transfer data files necessary and approved for business needs and instructional purposes over the network provided that such activity does not violate copyright or other laws, no fees are incurred, and/or no freeware, shareware, games or other executable files are placed on network stores.
- Staff may use division-provided technology for personal use under the following conditions:
 - Use cannot interfere with School Board business.
 - Use cannot generate any cost to the division.
 - Use cannot generate personal financial gain for the employee.

Network Services Use Restrictions

- Use will be for legal purposes only, division-provided technology may not be used to send, receive, create, view or download illegal material. Transmission of any material in

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violation of federal or state regulation is prohibited and will be dealt with according to criminal statutes.

- Use will not disrupt or obstruct the division's computing environment. Examples include the intentional or inadvertent installation/download of malicious software (malware) whether the employee knows or should have known an action could disrupt the computing environment.

Cyberbullying

Cyberbullying is a form of bullying that includes, but is not limited to, using information and communication technologies, such as email, cell phone, text message, instant messaging, defamatory websites or polling sites, to support deliberate, hostile behavior intended to harm others. Cyberbullying using the NCPS network, NCPS instructional resources, NCPS computers or other wireless communication devices on school grounds, on school property or at school-related activities will result in disciplinary action.

Cyberbullying that occurs off school grounds and/or does not include the use of NCPS network or computers may also result in disciplinary action if it causes or is likely to cause a substantial disruption to the school and/or learning environment or violate the rights of students, staff, or teachers.

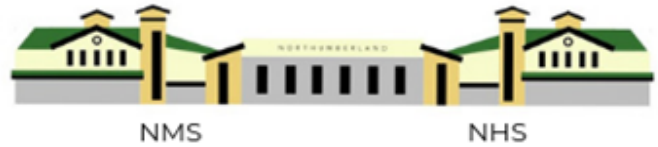
Employees should report acts of cyberbullying to their administrator immediately, and preserve all evidence of the cyberbullying. Additional options include: <https://www.anonymousalerts.com/northumberlandcountypublicschools/default.aspx>

How to protect Digital Footprint and Reputation

What to Do

- Protect your reputation: Self-reflect before you self-reveal. What's funny or edgy today could cost you tomorrow.
- Assume everyone is watching: There's a huge, vast audience out there. If someone is your friend's friend, they have the potential to see everything.
- Choose wisely: Not all content is appropriate. Remember that voice, video and image capture applications may only be used for specific instructional purpose(s).
- Notify a building administrator if you or any student gain access to inappropriate or undesirable internet materials, become aware of a network or hardware security problem, copyright or fair use infringement or any internet safety issue.

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- Think about what you see online: Just because it's online doesn't make it true.
- Be smart, be safe: Not everyone is who they say they are online. Apply the Golden Rule: Treat others the way you want to be treated.

What Not to Do

- Do not hide: Using anonymity to cloak your actions doesn't turn you into a trustworthy, responsible human being.
- Do not assume content is private online: Anything you say or do can be copied, pasted and sent to millions of people without your permission.
- Do not create, send or publish material which compromises a person's right to privacy. Never take photos or record videos of staff or students, or publish these, without their prior knowledge and/or permission.
- Do not participate in any digital activity or conduct that is prohibited by Student Conduct Code, School Board policy or federal or state law.
- Do not create or distribute any materials or files with inappropriate content which might include, but is not limited to references to alcohol, tobacco, drugs and gangs; obscene language or nudity; bullying or harassment; discriminatory behavior.
- Do not use email for jokes, chain letters, advertising, individual profit or gain or for political activity.

Division-Issued Devices

- Do not remove the NCPS asset tag placed on any division device. If you notice an issue with the asset tag, notify the IT department immediately.
- Employees assume personal responsibility for all division-devices issued to them. It is important you know and understand the responsibilities employees accept when using division-issued devices. Although each device is checked out to an individual employee, NCPS owns each device.
- Employees are to use the devices ethically, legally and efficiently for learning.
- Employees who violate the rules are subject to disciplinary action. Do not leave your device unattended or unprotected in your vehicle or a public place. If you must leave it unattended in a vehicle, make sure it is out of sight and the vehicle is locked.
- Charge your device fully every night, so you are prepared to use it each day. Never place a division-issued device on the floor. Protect your device from external factors that may cause damage to occur. These external factors include, but are not limited to food and drink, extreme heat or cold, other individuals (students, family members, etc.) and pets.

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- Do not carry your laptop by the screen/lid as this can damage the device. Use a dry soft cloth to clean the screen. Please do not spray any cleaning chemicals directly onto the screen.

Employees are explicitly prohibited from performing or attempting to perform the following actions:

- Use of unapproved third party AC adapters on any NCPS devices. Damage may result and you will be liable. If you desire a second AC adapter, please contact the Help Desk and we will provide the correct part information and quote if desired.
- Defacing division-issued equipment in any way. This includes, but is not limited to, marking, painting, drawing, or marring any surface of the devices. If employees carry the device in their own bag or sleeve, they may decorate that personal bag or sleeve in any school approved manner.
- Using permanent stickers or additional markings on the devices, cases, batteries, power cords and chargers.

District Provided Cell Phones

- Cell phones are provided specifically to carry out official school district business when other means of communications are not readily available. These devices may not be used for routine personal communications.
- Personal use of school district-provided cell phones is limited to making or receiving calls for emergency and/or incidental purposes. Whenever possible, such calls should be made or received on school district or other public telephones.
- Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the superintendent who will in turn notify the service provider.
- Reckless or irresponsible use of school district equipment, resulting in loss or damage may result in the employee having to reimburse the school district for any associated costs of replacement or repair.
- Cell phones and any other school district issued communication equipment issued for employees are to be returned to the board secretary at the conclusion of the school year, activity or as otherwise specified or immediately upon request.
- If personal calls are made on a district-owned phone and the calls result in an additional plan charge to the district, the calls must be itemized and reimbursed to the district.

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Staff Electronic Devices Check-Out Form

I understand that all laptop computers, tablets, phones, electronic devices, equipment and/or accessories the Division has provided to me are the property of Northumberland County Public Schools.

- I agree to all the terms in School Board Policy **GAB/IIBEA** Acceptable Computer System Use.
- I will not install any additional software or change the configuration of the equipment assigned to me in any way without prior permission from the Northumberland County Public Schools Technology Department.
- I will not allow any other individuals to use any laptop computer, tablets, phone, electronic devices and/or related equipment and accessories that have been assigned to me by the Division.
- I agree to return the equipment assigned to me to the Division in the same condition in which it was provided to me (excluding normal wear and tear) upon my departure from the Division. Should I fail to return the equipment to Northumberland County Public Schools upon my resignation date, I agree that I will be invoiced by Northumberland County Public Schools for the replacement cost of such equipment.
- I understand that I am personally and monetarily responsible for any damage to or loss of any laptop computer, electronic devices and/or related equipment and accessories assigned to me. If damage or loss of equipment occurs, I agree that I will be invoiced for the full cost of replacement.
- I understand that a violation of the terms and conditions set forth in this agreement may result in the restriction and/or termination of my use of the Division's laptop computers, tablets, phones, equipment and /or accessories. I understand I am financially responsible for any damages or loss of the equipment assigned to me. I also understand any violation of the terms of this agreement may subject me to further disciplinary action up to and including termination of employment and/or other legal action.

Employee: _____ Building: _____

Equipment/Item _____ Model _____ Serial # _____

Equipment/Item _____ Model _____ Serial # _____

Employee User Signature _____ Date _____

Technology Department Authorized Signature _____

Original: Technology Department

Copy: Equipment User