

## **Riverton USD 404 Acceptable Use of Technology Policy for Staff**

It is the general policy of Riverton USD 404 that computer network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Riverton School District. While instructional technology provides us with wonderful teaching and learning tools, it also opens a new door of responsibility for staff members. The use of technology and the Internet should always reflect well on the ideals and standards set by this District.

Please understand the following guidelines:

- ◆ Computer and Internet use through Riverton School District is for educational use. Any use other than educational purposes should be done after duty hours. In addition, it cannot be used for commercial gain.
- ◆ All information created and/or accessed by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems.
- ◆ Employees are responsible for all computer activity performed under your individual user network logins. At no time, should an employee give out personal login information or allow another individual to work under their network login.
- ◆ Be polite and considerate of others. Never send messages that are offensive, derogatory or abusive.
- ◆ E-mail should be used appropriately. Any messages routed to entire faculty e-mail groups should be educationally related, with no personal messages of sales or fund-raising, etc. permitted. A “garage sale” group has been specifically set up for those personal purposes.
- ◆ Use appropriate language. Always remember that your actions reflect Riverton School District and its ideals and standards.
- ◆ Respect the legal protection of copyrighted and licensed agreements of software programs and ideas found on the Internet. You can be prosecuted for illegal use of licensed or copyrighted material.
- ◆ Teachers are expected to respect and secure the privacy of their students when publishing information to the Internet. Parental consent should be obtained when publishing student pictures and/or names to social media.
- ◆ Access to pornographic or material deemed inappropriate is strictly forbidden, as is any attempt to bypass Internet filtering systems.

- ◆ Be aware of your student’s technology-related activities and Internet access through close monitoring.
- ◆ Teachers should avoid sending students friend requests on social media such as Facebook, TikTok, etc. Likewise, teachers should avoid accepting friend requests from students.
- ◆ Teachers should avoid posting anything to social media that defames the school or it’s personnel in any way.
- ◆ Teachers should avoid leaving inappropriate status updates on their Facebook page or profile. Provocative pictures or videos should not be posted for public viewing.
- ◆ Teachers should not comment on student drama via social media. Any cyberbullying observed on social media, involving Riverton students, should be reported directly to administration.
- ◆ Any posting to personal social media sites such as Facebook, should be made after school hours.
- ◆ With building administrator permission, group Facebook pages may be created for specific school groups or classrooms.

This policy will remain in effect as long as you are employee of Riverton USD 404. This list is to be considered guidelines, and is not a complete list. All staff is expected to use technology in an ethical and professional manner. Any questions or concerns regarding online activity should be addressed to the building administrator. Failure to comply with the above guidelines may result in loss of Internet/e-mail access and possible corrective action up to and including possible termination.



I, \_\_\_\_\_ have read this policy and agree to adhere to the guidelines set forth for technology use by Riverton USD 404 School Board and Administration.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date