

# Technology Responsible Use Employee Contract

## Russell County Schools

All technology resource use will be governed by the requirement that it must add to the standards-based educational experience and growth of the user and not disrupt the educational process in any way.

The Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The RCSD's network is intended for educational purposes only.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Employees are expected to follow the same rules for good behavior and respectful conduct online and offline.
- Misuse of school resources can result in disciplinary action.
- Users of the district network or other technologies are expected to alert supervisors immediately of any concerns for safety or security.

Employees should keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) turned off and put away during instructional hours—unless they are being used for educational purposes. Electronic communication devices and other digital devices are not allowed to be present in standardized testing situations based on State Department of Education Policy.

All employees shall maintain a professional relationship with students at all times, both inside and outside of school. No employee shall engage in inappropriate or unprofessional conduct, including specifically conduct of a sexual nature, with a student at any time. This includes a prohibition on any inappropriate communication, conduct or action performed in person, in writing, or conveyed electronically by telephone, cell phone, computer, or other communication device, including text messaging, instant messaging, and social networking. Employees should not “friend” or follow students on social media.

Although social media sites such as Facebook are generally personal in nature, they (along with personal texts and emails brought to the administration's attention) can be considered public discourse or public comments. Posting, texting, or emailing of comments or images about students, parents, employees, supervisors, departments, schools, the system or job that are of extremely poor taste, unprofessional, demeaning, derogatory, racist, offensive, insulting, inflammatory, hateful, insubordinate or celebrating immoral, improper or illegal actions is unacceptable and may lead to disciplinary action up to termination as those postings may cause a disruption in the workplace.

Any user who violates this policy may have computer/Internet privileges revoked at any time and without prior notice. Employee violations of this policy may also result in administrative leave, suspension, and possible termination. Any illegal use will also result in civil and/or criminal liability.

I have read and understood the full five-page text of the Technology Responsible Use Policy and agree to abide by it,

\_\_\_\_\_ (Employee Printed Name)

\_\_\_\_\_ (Employee Signature)

\_\_\_\_\_ (Date)