

STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

The Internet and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and learning. The Board of Directors believes they should be used in schools as a learning resource to educate and to inform.

The Board supports the use of the Internet and electronic communications by Centennial BOCES staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods, and materials.

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of Centennial BOCES technology devices to avoid contact with material or information that violates this policy. For purposes of this policy, "Centennial BOCES technology device" means any Centennial BOCES-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet.

Blocking or Filtering Obscene, Pornographic and Harmful Information

To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, technology that blocks or filters such material and information has been installed on all Centennial BOCES computers having Internet or electronic communications access. Blocking or filtering technology may be disabled by a supervising teacher or Centennial BOCES administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

No Expectation of Privacy

Centennial BOCES technology devices are owned by Centennial BOCES and are intended for educational purposes and Centennial BOCES business at all times. Staff members shall have no expectation of privacy when using Centennial BOCES technology devices. Centennial BOCES reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of Centennial BOCES technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through Centennial BOCES technology devices shall remain the property of Centennial BOCES.

Public Records

Electronic communications sent and received by Centennial BOCES employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

Unauthorized and Unacceptable Uses

Staff members shall use Centennial BOCES technology devices in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of Centennial BOCES technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No staff member shall access, create, transmit, retransmit, or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons,
- that contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings, or appeal to prurient interests in nudity, sex, or excretion,
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of Centennial BOCES's nondiscrimination policies,
- that is not related to Centennial BOCES objectives, such as for personal profit, financial gain, advertising, commercial transaction, or political purposes,
- that plagiarizes the work of another,
- that uses inappropriate or profane language likely to be offensive to others in the Centennial BOCES community,
- that is knowingly false or could be construed as intending to purposely damage another person's reputation,
- in violation of any federal or state law or Centennial BOCES policy, including but not limited to, copyrighted material and material protected by trade secret,
- that contains personal information about themselves or others, including information protected by confidentiality laws,
- using another individual's Internet or electronic communications account without written permission from that individual,
- that impersonates another or transmits through an anonymous remailer that accesses fee services without specific permission from the system administrator.

Security

Security on Centennial BOCES technology devices is a high priority. Staff members who identify a security problem while using Centennial BOCES technology devices must immediately notify a system administrator. Staff members should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members shall not:

- use another person's password or any other identifier,
- gain, or attempt to gain, unauthorized access to Centennial BOCES technology devices,
- read, alter, delete, or copy, or attempt to do so, electronic communications of other system users.

Any staff member identified as a security risk or as having a history of problems with technology may be denied access to the Internet, electronic communications and/or Centennial BOCES technology devices.

Confidentiality

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, or Centennial BOCES employees or Centennial BOCES affairs that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and Board policy. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and Board policy

may be subject to disciplinary action.

If material is not legally protected, but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student, and Centennial BOCES records in accordance with applicable Board policies.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

Use of Social Media

Staff members may use social media within Centennial BOCES guidelines for instructional purposes, including promoting communications with students, parents/guardians and the community concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional well-being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related Board policies may form the basis for disciplinary action up to and including termination of employment.

Vandalism

Vandalism shall result in cancellation of privileges and may result in disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within Centennial BOCES or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or Centennial BOCES technology devices. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software. If an employee has a Centennial BOCES-owned piece of equipment for use off the Centennial BOCES premises, the employee must sign a Custody Receipt Agreement for insurance purposes.

Unauthorized Content

Staff members are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

Staff Member Use is a Privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet, electronic communications and Centennial BOCES technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in disciplinary action and/or legal action. Centennial BOCES may deny, revoke, or suspend access to Centennial BOCES technology or close accounts at any time.

Staff members shall be required to sign the Centennial BOCES Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued, or access shall

be allowed.

CBOCES Makes No Warranties

Centennial BOCES makes no warranties of any kind, whether expressed or implied, related to the use of Centennial BOCES technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by Centennial BOCES of the content, nor does Centennial BOCES make any guarantee as to the accuracy or quality of information received. Centennial BOCES shall not be responsible for any damages, losses, or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

LEGAL REFS: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
 C.R.S. 22-87-101 et seq. Children's Internet Protection Act
 C.R.S. 24-72-204.5 monitoring electronic communications

CROSS REFS: AC, Nondiscrimination/Equal Opportunity
 EGAEA, Electronic Communication

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Centennial BOCES