Human Resources

Technology

The use of district technology by Everett Public Schools employees is vital to its daily activities. Effective instruction and efficient operation and management require a staff that is skilled in the use of technological tools. Ongoing training is essential.

Additionally, Everett Public Schools permits the use of mobile electronic communication devices ("ECDs", e.g., smartphones, tablets, slates, notebooks, laptops, cellular phones, and other similar mobile electronic devices.) We believe that an ECD can play a positive role in furthering our staff and students' learning. The Everett Public Schools wireless network permits individuals with a district network account and an ECD to access the Internet.

Access

Employees will have access to job-appropriate technologies while being provided opportunities to use those technologies.

Appropriate Use

1. It is the expectation of the district that employees effectively and appropriately use available technology.
2. Inappropriate use should be reported to appropriate district officials.
3. All users of district technology shall comply with current copyright laws.

General Use of Everett Public Schools Technology

1. Diligent effort by all users must be made to conserve system resources; e.g., system storage, network bandwidth, software licenses, etc.
2. Prior to having access to district technology, every effort shall be made to provide appropriate training.

Personal Security

Staff should not share personal information about employees or students without appropriate authorization.

System Use

1. All use of district technology must be in support of education and Everett Public Schools' operations and consistent with the mission of the district. Everett Public Schools reserves the right to prioritize use and access to district technology.
2. Any use of district technology must be in conformity with state and federal law, system use policies and district policy.
3. Use of district technology for commercial solicitation is prohibited except as allowed by law.

4. District technology constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

5. Subscriptions to mailing lists, bulletin boards, chat groups, commercial online services or other information services must be directly related to classroom curriculum or the job responsibilities of the employee.

6. District technology and/or personal ECDs shall not be used to disrupt the operation and use of district technology by others. District technology, including hardware and software, shall not be destroyed, modified, removed or abused in any way.

7. Use of district technology to develop programs or institute practices that harass other users or gain unauthorized access to any technology service or information and/or damage to the components of a technology service or information are prohibited.

8. Users are responsible for the appropriateness of the material they transmit or publish. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are prohibited.

9. Use of district technology to access, store or distribute obscene or pornographic material is prohibited.

10. The use of district technology, including cell phones, to conduct and communicate district business via email, district social media and text are all subject to the Washington Public Records Act. Thus, text messaging is prohibited except for emergencies, safety-related matters or to communicate routine, non-substantive time-sensitive matters.

11. Physically connecting or attaching any computer, networking equipment or device to district technology via network ports and/or communications closets, by anyone other than a network technician or other individuals expressly authorized by the director of the Information Systems and Technology Department, is prohibited. Unauthorized computer or networking equipment or components will be removed without notice and immediately investigated for security violations.

Use of Personal Electronic Communication Devices and Accounts

Staff may possess and use personal wireless/Wi-Fi ECDs, provided that such devices do not pose a threat to academic integrity, disrupt the learning or work environment or violate the privacy rights of others. Any district business that is conducted on an employee's personal ECD or using personal email or personal social media accounts creates a public record regardless of who owns the ECD and whether the account is personal. The district prohibits the conduct of district business using text messaging or personal email or personal social media accounts except in emergencies, safety–related matters, or to communicate routine, non-substantive time-sensitive matters.

Staff in possession of personal ECDs shall observe the following conditions:

1. The Everett Public Schools wireless network will provide filtered Internet access. Everett Public Schools is not liable for access to any other network accessed while the ECD is operated in district buildings (including Internet service provided by any commercial service provider).

2. ECDs shall not be used to violate the confidentiality or privacy rights of another individual, including but not limited to, taking photographs or audio or video recordings of others without their permission or sharing, posting, or publishing photographs, videos or recordings of others without their permission.

3. Staff is responsible for the personal ECDs they bring to school. The district shall not be responsible for loss, theft, damage or destruction of ECDs brought onto district property or to district-sponsored or related events or activities. It should be recognized and understood that a personal ECD may not be compatible with district systems. District support staff will provide technical support on a best effort basis only. Access to district systems with a personal ECD is not guaranteed.

4. Everett Public Schools will not be held liable for commercial service charges that occur from the use of an individuals' personal ECD. It is the employee's responsibility to make sure they understand the usage options that are available to them and whether their provider's service plan includes Internet access and all related costs.

Security

1. Users are responsible for maintaining the confidentiality of their user IDs and passwords and will not leave an open file or session which is unattended or unsupervised. Account/ID owners are ultimately responsible for all activity and security breaches under their accounts/IDs or via their personal ECD.

2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, misrepresent other users on district technology or attempt to gain unauthorized access to any data or entity on specific computers or the network.

3. Communications may not be encrypted so as to avoid district security review.

4. Users will avoid using easily-guessed passwords and will be required to change passwords regularly (90 days) or as necessary to maintain security.

5. District employees shall not share their passwords with students.

Filtering and Monitoring

Filtering and monitoring technology services are in use on all district technology with access to the Internet using district technology. Filtering and monitoring systems are designed to block or filter access to Internet content the district deems inappropriate, including pornography and any depictions that are obscene or are harmful to minors.

No Expectation of Privacy

It is the policy of Everett Public Schools that district technology is to be used for district-related purposes. Employees have no expectation of privacy when utilizing district technology or when conducting district business using personal ECDs or accounts.

When responding to a public records request under the Washington Public Records Act, the district will access all district technology to provide a complete response. In addition, the district will access personal ECDs if the employee has used a personal device, personal email account or personal social media account to conduct district business.

The district reserves the right to inspect, without notice, to review, monitor, and log, as appropriate, all activity using district technology when:

1. It is considered necessary to maintain or protect the integrity, security or functionality of district or other computer resources to protect the district from liability;

2. There is reason to believe that the users have violated this policy or otherwise misused computing resources;

3. An account appears to be engaged in unusual or unusually excessive activity; and

4. It is otherwise required or permitted by law. Additionally, the username and computing services of the individuals involved may be suspended during any investigation or misuse of computer resources.

District Responsibilities

Everett Public Schools shall:

1. Review, monitor, and log, as appropriate, all activity on district technology for responsible use consistent with the terms of the policy and procedures.

2. Make determinations on whether specific uses of district technology are consistent with these acceptable use guidelines.

3. Remove a user's access to district technology, with or without notice, at any time the district suspects that the user is engaged in unauthorized activity or violating this policy. In addition, further disciplinary or corrective action(s) may be imposed for violations of the policy.

4. Cooperate fully with law enforcement investigation(s) concerning, or relating to, any suspected or alleged inappropriate activities on district technology or any other electronic media.

5. From time to time, the district will make a determination on whether specific uses of district technology are consistent with the regulations stated above. Under prescribed circumstances, non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district and is authorized by a district administrator.

Discipline and Consequences for Unauthorized Use of Technology

Violation of Everett Public Schools' expectations for use of technology may be cause for disciplinary action up to, and including, termination of employment.

Cross Reference: Board Policy 5225 Technology

Adopted: April 2005
Revised: June 2011
Updated: February 2012
Revised: August 2015

Acceptable Use of District Technology

In order to receive access to district technology, this Acceptable Use Policy (AUP) form must first be completed, signed and the original forwarded to the Human Resources Department.

Everett Public Schools Technology Access

_____   _____   _____   _____
Date (print)   First Name   Last Name   Site/Department

My signature below indicates that I have read and understand the Everett Public Schools (EPS) Technology Policy 5225 and Procedure 5225P, and that I agree to the conditions of this policy.

_____
Employee signature (required)

My initials below and signature above indicates the following:

Statement	**Initials**
I have reviewed a copy of the EPS AUP.	
I have read and understand all aspects of the AUP.	
I understand that all information stored on the district's computers, networks, and all other district technology is the sole property of EPS.	
I understand that I have no expectations of privacy for my use of the EPS's computers, networks, and all other district technology.	
I understand that any district business that is conducted on my personal ECD or using personal email or personal social media accounts creates a public record regardless of who owns the ECD and whether the account is personal.	
I understand that the district prohibits the conduct of district business using text messaging or personal email or personal social media accounts except in emergencies, safety-related matters, or to communicate routine, non-substantive time-sensitive matters.	

Adopted: August 2015