



*Building a Culture of Excellence*  
**Logan City School District**

**Responsible Use Agreement for Staff**

**LCSD Staff Responsible Use Agreement (RUA)**

*The Board adopted the Electronic Device Use Policy on January 27, 2015.*

*The Board adopted the Responsible Use Policy on August 11, 2015.*

*Background (Section 1)*

The District's Responsible Use Policy, Electronic Device Use Policy, Privacy Policy, and Data Policy are to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with federal and state law, as well as, current industry standards. Examples of federal law, state law, and industry standards include:

**Children's Internet Protection Act (CIPA)**

**Federal Educational Rights and Privacy Act (FERPA)**

**Children's Online Privacy Protection Act (COPPA)**

**Student Privacy Pledge** - standards for third party vendors working with school districts

**Digital Advertising Alliance (DAA)** standards for online behavioral and interest-based advertising

**Utah Code Ann. § 53A-3-422** Internet and Online Access

**Utah Code Ann. §53A-1-402.5** Employee Ethical Conduct

As used in this agreement, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic information and communication systems (including individually assigned and network equipment) provided by the District regardless of the physical location of the user. The Responsible Use Agreement (RUA) applies even when district provided equipment (laptops, tablets, etc.) is used off of district property.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of district property, network and/or Internet access or files, including email.

The District will take all necessary measures to fortify the network against potential cyber security threats. This may include blocking access to district applications—including but not limited to email, data management and reporting tools, and other web applications—outside the United States and Canada.



### *Irresponsible and Unacceptable Uses of the Computer Network or Internet (Section 2)*

Following are examples of inappropriate activity on the district information and communication systems, in addition to the items noted below the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend district resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by the District as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials; \*
- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Circumventing or attempting to circumvent the district's content filtering system(s);
- The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other district directories;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others; cyber bullying or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or information and communications equipment in any way, including intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any district computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files in a way that will inhibit use or affect the performance of district information and communication systems.
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing a personal password or anyone's password to others or allowing persons to use an account that is not their own.
- Using the network or Internet for commercial purposes:
  1. Using the Internet for personal financial gain;
  2. Using the Internet for personal advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, and lobbying for personal political purposes.

*\*For some specific examples of what the District considers pornographic, obscene, violent, or harmful, and for current information about working with confidential and copyrighted materials, as well as other specific examples related to this section, users should consult annual information and communication systems training and updates.*



### *Responsible Uses of the LCSD Computer Network or the Internet (Section 3)*

Schools must verify each year staff using district information and communication systems have a signed page acknowledging this agreement. Signed staff agreements are kept on file by each school. Compliance with district information and communication systems policy is reviewed with staff each year during annual critical policy reviews or as part of new staff induction processes.

Employees and other users are required to follow district policies for information and communication systems. Even without signature, all users must follow district policies and report any misuse of the network or Internet to a supervisor or other appropriate district personnel. Access is provided primarily for education and district business. Incidental personal use by staff should follow district policies and occur during duty-free time. By using the network, users have agreed to comply with district policies. If a user is uncertain about whether a particular use is responsible or appropriate, he or she should consult a supervisor or other appropriate district personnel.

### *Staff Responsibilities Related to Students and Others regarding Internet Safety, Digital Citizenship, and Responsible Use of Information and Communication Systems (Section 4)*

1. Students under the age of eighteen should only access LCSD accounts under the supervision of an instructor or legal guardian. The student's parent or guardian is responsible for monitoring the minor's use out of school and instructors and/or administrators are responsible for monitoring the minor's use in school.
2. District instructors and/or administrators will participate in annual trainings and updates for students or parents/legal guardians regarding the protection of personal information in digital environments.
3. District instructors and/or administrators will participate in annual trainings and updates for students about personal safety regarding the use of digital devices; including, not meeting anyone in person they have only met on the Internet, not engaging in cyber bullying or harassment, and when and how to seek assistance when feeling threatened or harassed. Parents or legal guardians shall be invited to participate in these student trainings when appropriate.
4. District staff and administrators will actively support the training, updates, and compliance by students, guests, and peers with all district policies relating to district information and communication systems.

### *Penalties for Improper Use (Section 5)*

The use of a district account(s) and district information and communication systems is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for employees; including, dismissal from district employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation. Lost or stolen items due to neglect, deliberate damage, and/or incidental damage caused by neglect of district property require the completion of a damage report and may result in partial or full reimbursement to the District for losses resulting from a violation of this agreement.



*Disclaimer (Section 6)*

District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the information and communication systems or accounts. Any additional charges a user accrues due to the use of the district's information and communication systems or accounts are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the district information or communication systems, or the Internet, social media, and cloud services, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

***Staff Responsible Use Agreement  
Signature Page***

I have read, understand, and agree to abide by the provisions of this Responsible Use Agreement, the LCSD Responsible Use Policy, and the Electronic Device Use Policy of the Logan City School District.

Date: \_\_\_\_\_

School: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*Please return the signature page of this form to the school where it will be kept on file. It is required for all employees that will be using a computer network and/or Internet access.*

