

Information & Technology Collection – supplement

AG 7540.01A – PERSONAL USE OF DISTRICT TECHNOLOGY RESOURCES

The substantive changes in this guideline include the following:

1. Reference to the definition of Technology Resources in Bylaw 0100 is added in the first paragraph, and reference to the definition of “personal communication devices” in Bylaw 0100 is added in the second optional paragraph on page one.
2. The term “Technology Resources” is capitalized throughout to indicate that it is a term of art for which there is a specific definition applicable to the District’s policies.
3. To be consistent with Policy 7540.02, we added a reference to web site, page, service or app in the second optional paragraph on page one, in recognition that staff members and/or students may have a proprietary right in the creation/development of such pages/sites/services/apps that are hosted on Board-owned or District-affiliated servers.
4. Clarified that the final optional language on page two refers to using a District-issued e-mail account to send/receive personal messages.



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REVISED GUIDELINE - TECHNOLOGY UPDATE - PHASE III

PERSONAL USE OF DISTRICT TECHNOLOGY RESOURCES

The following guidelines govern staff member's personal use of **District Technology Resources (as defined in Bylaw 0100)** ~~Board of Education-owned technology~~ either at school or while at home for school purposes. These guidelines also govern students' personal use of **District Technology Resources** ~~Board-owned technology~~ while at home. Except as authorized herein, no personal, that is, non-school, use of **District Technology Resources** ~~Board technology~~ may be made by any student at any time.

- () Form 7540.01 F1 - Permission to Use/Install Software is to be submitted to the _____ before any personal software is used and/or installed on **District Technology Resources**. ~~Board-owned computers.~~ In addition, the staff member must provide either the licensing agreement from the manufacturer or a proof of purchase. The staff member must also confirm to the _____ that s/he reviewed and analyzed the content of the software using the criteria established in Form 2520 F1 - Rating Nondistrict Instructional Materials and rated it no higher than "2" on any of the four (4) criteria. The staff member should retain a copy of the form. It is essential that Form 7540.03 F1 and Form 7540.04 F1 address the issue of the proprietary rights related to the design of any web sites, ~~and/or~~ pages, **services or apps** hosted on ~~the Board-owned's~~ **or District-affiliated** servers or that are created/developed during work as a part of an employee's job responsibilities (staff) or as a class assignment (student).



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- () A staff member or a student may start a project using Board-owned software or personal software and produce a copy of the project or document. Ordinarily, the Board will not provide Board-owned software for use on a personal **communication device (PCD) (as defined in Bylaw 0100) owned by a staff member or student.** ~~computers.~~ When the project is completed, the staff member or student should notify the _____ to find out whether or not the Board wants to keep a copy for reference or for use by others. No staff member or student should expect to retain any proprietary rights related to the design or content of any web sites, ~~or~~ pages, **services or apps** hosted on the ~~Board-owned's~~ **or District-affiliated** servers or that are created during work as a part of an employee's job responsibilities (staff) or as a class assignment (student).
- () Prior to making a copy of **or using** any Board-owned software, a staff member or student should contact the _____ to find out whether or not there is any licensing agreement associated with that software, and if so, whether the license allows the staff member or student to load the material on **or access the product/service through** his/her personal computer. If reproduction is allowed, the staff member or student is to complete a check-out form (see Form 7540.01 F2) in which s/he agrees to make only one copy and only for personal use and not for use by others. If the license does not allow this, then no copy is to be made.
- () **Before accessing District Technology Resources, including the Internet or District network(s),** ~~No staff members and or students is allowed to access the Internet or other District networks without first~~ **must** signing the **applicable** Student or Staff **Technology** ~~Network and Internet~~ Acceptable Use and Safety Agreement, Form 7540.03 F1 or Form 7540.04 F1. () All student use of the Internet must be under the supervision of a staff member or approved volunteer.



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- () Neither staff members nor students are to use **District Technology Resources** ~~the Internet~~ for recreational, personal, discriminatory, or unlawful purposes but only for purposes related to the Board's educational mission and goals, program or operational needs.
- () Each staff member and student will be issued a password for use with **District Technology Resources** ~~Board-owned technology~~, provided the individual agrees not to share the password with others. The existence of a password does not guarantee confidentiality or privacy and the Board retains the right to use any person's password to monitor the type of use that is being made of **the District Technology Resource**. ~~Board-owned technology~~.
- () With regard to personal e-mail, staff members may use **their District-issued e-mail account** ~~it~~ to send and/or receive personal messages provided such use
 - () is limited to non-duty time.
 - () and does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying).
- () Students are not allowed to send or receive personal e-mail messages **using District Technology Resources**. ~~on Board-owned computers~~.
- () Students are allowed to send or receive personal e-mail messages **using District Technology Resources** ~~on Board-owned computers~~ with the consent of _____.
- () Use of all other **District Technology Resources** ~~Board-owned technology~~ shall be in accord with AG 7530A – Personal Use of District Equipment/**Supplies** ~~-and Facilities~~.