

Personnel

Series 400

Policy Title: Staff Technology Use/Social Networking

Code No. 401.13

Page 1 of 3

Computers, electronic devices and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's technology resources. Employees must conduct themselves in a manner that does not violate the law, District policies or procedures, or create a substantial disruption to the educational process, the school community, or work environment. An employee who violates this policy may face discipline, up to and including discharge from employment, consistent with the District's policies and procedures and negotiated agreements, as applicable.

General Provisions

The superintendent is responsible for designating a Director of Technology who will oversee the use of school district technology resources. The Marshalltown Community School District Technology Department will prepare in-service programs for the training and development of school district staff in technology skills, appropriate use of district technology and for the incorporation of technology use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's technology resources. The school district will make every reasonable effort to maintain the security of the district networks and devices. All users of the school district's technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of technology access privileges.

Usage of the school district's technology resources is a privilege, not a right, and that use requires the employee to be responsible and conduct themselves appropriately. District owned technology, and district maintained social media and e-mail accounts are the property of the school district. Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's network.

The superintendent, working with the appropriate staff, shall establish procedures governing management of technology records in order to exercise appropriate control over computer

records, including financial, personnel and student information. The procedures will address at a minimum:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans.

Social Networking or Other External Web Sites

The District expects its employees to model responsible and appropriate conduct, both at school and away from school. Employees' use of social media forms, including social networking websites, personal web pages or blogs and electronic messaging are subject to the normal requirements of legal and ethical behavior within the District community. Employees should be guided by applicable laws, District policies, and sound professional judgment when engaging in social networking communications. Social networking for professional reasons between District employees and students (through the Internet, E-mails, instant messages, text messages, phone calls, letters, and similar means) should take place via district-provided hardware and/or software. District employees are prohibited from communicating with students through personal social networking platforms. Communications between an employee and student that are not connected with school or school-related activities are prohibited unless the parent or guardian of the students is present or has consented to the communication (such as through an email or note).

For purposes of this policy any web site, other than the school district web site or school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites, *without consent from the Director of Communications*. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the Director of Communications.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy.

Legal Reference: Iowa Code § 279.8.
281 I.A.C. 13.35, .26

Cross Reference: 310.1 Administrative/Management Team
407 Licensed Employee Termination of Employment
413 Classified Employee Termination of Employment
504.14 Harassment-Students
603.6 Instructional Materials Selection

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September 7, 2021