

Descriptor Term:	Description Code 726—Fiscal Management (GPSS Employees)	Issued Date: November 3, 2006
	Rescinds:	Issued:

EDUCATION TECHNOLOGY USE POLICY

BOARD POLICY:

The primary purpose of the Guam Public School System’s (GPSS) communication network is to support and enhance teaching and learning to prepare all students for success in lifelong learning.

All GPSS employees shall use the department’s technology (network, telecommunications, video, hardware, and software) in a responsible efficient, ethical and legal manner in accordance with the vision of the department, local and federal, regulations, mandates, restrictions, GPSS Education Board Policies, etc. The use of the department’s educational technology (not limited to Internet, telecommunications, hardware and software) is a privilege, which may be revoked for inappropriate behavior. Users are responsible for understanding the policy and guidelines as conditions for use. Educators and school members are accountable to teach and use technology responsibly. GPSS Personnel Rules and Regulations shall include established rules and regulations for all department employees. Use of the department/school technology that is inconsistent with this policy may result in the loss of access, legal action, and disciplinary action up to and including termination of employment.

Internet service shall be filtered and used in compliance with the Federal Child Protection Act.

The Superintendent shall establish rules and regulations in adherence to this policy and must be included in the GPSS Personnel Rules and Regulations. All schools and divisions must submit to the Superintendent an approved (school/worksite) Educational Technology Standards of Operations and Technology User Agreement (form) using the following guidelines:

- I. Acceptable Educational Technology Use Guideline
 - A. Teachers and other school support instructional staff will be trained and exposed on the appropriate use of the Internet, video, telecommunications and other educational technology with students, to monitor their use, and intervene if the resource is not being used appropriately.
 - B. Computers on the GPSS Network shall be subject to random monitoring.
 - C. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the GPSS.
 - D. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate and therefore prohibited. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.

- E. Network accounts are to be used only for its intended purpose and only by the authorized owner and user.
- F. All communications and information accessible via the network should not be assumed to be private property.
- G. The school principal or a worksite administrator must approve subscriptions to mailing lists and bulletin boards. Prior administrative approval for such subscriptions is required for students, faculty and staff.
- H. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal files server mail directories to avoid excessive use of files server hard-disk space.
- I. As a student, teacher, administrator or support staff user of GPSS network/communications services, the user must be polite and exhibit exemplary behavior on the network or telephone.
- J. The Superintendent will periodically review and make determinations on whether specific uses of the network are consistent with the acceptable use practice and report back to the GPSS Policy Board (GPSSPB). In keeping with the federal E-rate and U.S. Department of Education review/update mandate, the review/updates shall not exceed three years.

II. The Following Are Unacceptable:

- A. Transmitting (sending) any material in violation of any local or federal law (i.e., copyright materials).
- B. Using language that may be understood or interpreted as offensive.
- C. Vandalizing (i.e., damaging computers and disrupting the operation of the network or telephone services).
- D. Using GPSS network services or telephone for personal financial gain, commercial activity or illegal activity.
- E. Giving out personal information about another person, including home address or personal phone number.
- F. Using the network for personal and business gain. (Such action shall be grounds for disciplinary action.)
- G. Using the network for commercial advertisement or political lobbying.
- H. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the network.
- I. Using the network to disrupt the use of the network by others.
- J. Destroying, modifying, or abusing hardware and/or software.
- K. Maliciously using the network to develop programs that harass other users or infiltrating a computer or computing system and/or damaging software components of a computer or computing system.
- L. Sending hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors on the network.
- M. Installing unauthorized software, including shareware and freeware, for use on GPSS (school and administrative) computers.

- N. Using the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the network.
- O. Downloading entertainment software/files (videos, music and non-instruction games) or other files not related to the mission and objectives of the Guam Public School System.
- P. Using for entertainment software/files (videos, music and non-instruction games) or other files not related to the mission and objectives of the Guam Public School System.
- Q. Playing games not approved by the school principal or worksite administrator.
- R. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), without the authorization of the school principal, worksite administrator or the GPSS E-rate (Central Office) Manager.
- S. Other unacceptable use of the network.

III. Other Educational and Telecommunications/Network Use Guidelines:

- A. All department users and visitors, including volunteers, will abide with the intent of this policy.
- B. All users will be responsible to the school site or worksite administrator or appropriate designee for the purpose of this policy.
- C. All messages relating to or in support of illegal activities will be reported to the appropriate authorities.

IV. Email Use Guidelines:

- A. The GPSS provides electronic mail to school support staff members to enable them to communicate effectively and efficiently with other staff members, government officials, companies, and partner organizations.
- B. If you are in any doubt about an issue affecting the use of electronic mail, you should consult your school principal, worksite administrator or GPSS' FSAIS Information Systems Manager.
- C. Check electronic mail daily.
- D. Include an address line before sending a message.
- E. Include subject line in your message.
- F. Perform housekeeping duties by deleting electronic mail messages when they are no longer needed.
- G. Respect the legal protections to data and software provided by copyrights and licenses.
- H. Adhere to the GPSS Electronic Mail Protocol.

V. Unacceptable Email Use Guidelines:

- A. Printing electronic mail messages unless absolutely necessary.

- B. Forwarding electronic mail messages sent to you personally to others, particularly news groups or mailing lists, without the permission of the originator.
- C. Using electronic mail for personal purposes.
- D. Sending excessively large electronic mail messages or attachments without administrative approval.
- E. Sending unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to multiple people.
- F. Participating in chain mail or pyramid email or similar schemes.
- G. Representing yourself as another person.
- H. Using electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.

VI. Disclaimer

- A. This policy is related to Board Policy 379 and 836.
- B. The GPSS cannot be held accountable for the information that is retrieved via the network.
- C. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages.
- D. The GPSS will not be responsible for any damages users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user's risk.
- E. The GPSS makes no warranty/warranties with respect to:
 - i) The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - ii) Costs, liabilities, or damages caused by the way the user choose to use his or her access to the network.
 - iii) The GPSS reserves the right to change its policies regulations and guidelines at any time.
- F. All email activity may be monitored.
- G. The user must scan all incoming and outgoing process by the network.
- H. All email content may be scanned/monitored by the networks system administrator for offensive material.
- I. Parent/guardian of one or more children in the GPSS, shall fully accept responsibility for supervision the child's/children's technology use when not in a school setting.

***(TO BE PRINTED ON GPSS SCHOOL OR
WORKSITE LETTERHEAD)***

EDUCATION TECHNOLOGY USE POLICY
USER AGREEMENT

I have read, understand, and will follow the above policy when using computer and other electronic resources owned, leased, or operated by the Guam Public School System. I further understand that any violation of the regulations above that is illegal, prohibited, immoral and/or unethical may result in disciplinary actions taken, access privileges revoked, and/or appropriate legal action may be initiated.

Print Employee's Name

Employee's Signature

Date