Lawrence School District 497
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DISTRICT STAFF ACCEPTABLE USE POLICY (AUP)

The Lawrence Public Schools provide access for staff use of computer technology for staff use of the Internet and transmission of data or other information across the network infrastructure. All users must share the responsibility for seeing that our computer facilities are used in an effective, efficient, ethical and lawful manner. It is an opportunity to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines in accordance with KANSAS STATUTE 21-5839 and Board Policies IIBG; IIBGA.

Expectations for All
Staff will:
- Use technology in the manner directed by administration and IT department.
- Use technology primarily for educational or district business purposes.
- Take care of any district equipment and report damages, problems, or inappropriate materials immediately to administration or IT department.
- Comply with all copyright, trademarks, and license restrictions, including citing Internet sources as you would all other reference materials.

Staff will not:
- Share passwords or provide personal information to non-approved online sources.
- Use technology to harass others according to Board Policy JGECA.
- Download, store, distribute, or share any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Intentionally access material through, or with, technology that would not be allowed for educational or district business purposes in your school if presented in other media.
- Intentionally damage, disable, or hinder the performance (or attempt any of the previous) of any district technology system device, software, or network (inside or outside of the district).
- Access or attempt to access any system, file, directory, user account, or network to which you have not been granted access.
- Use technology in a manner that would hinder the learning environment for you or students.
- Install or attempt to install any software on a district owned technology device without prior authorization.

Additional Expectation for Staff with Personally Assigned Computing Devices
Staff will:
- Regularly save any information stored on a computing device to your assigned personal network storage directory.
- Expect any device to be regularly inspected for inappropriate material, which might include unlicensed software or inappropriate content and software. Any inappropriate content or unlicensed software will be removed.

Personal Mobile Devices
- Staff may bring personal mobile devices to work.
- Staff who bring personal mobile devices to work shall have no expectation of privacy if the device is used by the staff member in the course of their assigned duties.
- Staff who access the district's wireless network shall not have an expectation of privacy if such access violates district policy.
- Staff shall not have an expectation the district's network will be available on a continuous basis and the district shall not be liable for any data or other losses of any kind, economic or otherwise, an employee may experience when using a personal mobile device at work.
- Staff shall not have an expectation they will be reimbursed for downloaded software or paid applications without prior authorization from the immediate supervisor.
- The district will not be responsible for any fees associated with a staff member's use of a personal mobile device.

Consequences for AUP Violations
- Suspension from use of district technology.
- Suspension and discipline of employee.
- The district may notify law enforcement agencies.
- Any consequence outline in Master Agreement or Classified handbook.