

EDISON BETHUNE CHARTER ACADEMY

School Technology Acceptable Use Policy for Teachers & Staff

Purpose

This policy outlines the acceptable use of the school's technology systems, devices, and digital resources by teachers and staff. The goal is to ensure safe, responsible, and ethical use that supports the school's educational mission while protecting student privacy and the integrity of school systems.

1. General Principles

- Technology provided by the school is for professional and educational purposes only.
- Staff are expected to model responsible, ethical, and respectful digital behavior at all times.
- Staff are responsible for maintaining the security and confidentiality of school technology resources and student information.

2. Acceptable Uses

Teachers and staff must:

1. **Use technology to support teaching and learning** – lesson planning, instruction, communication, grading, and professional development.
2. **Protect student data** – follow FERPA and all applicable privacy laws when handling student information.
3. **Use school-approved platforms** for communication with students, parents, and colleagues.
4. **Maintain professional communication** – all digital messages should be school-appropriate and related to educational purposes.
5. **Secure devices and accounts** – use strong passwords, lock devices when unattended, and store them safely.
6. **Report incidents promptly** – notify administration or IT of lost/stolen devices, suspected data breaches, or security issues

3. Unacceptable Uses

Teachers and staff may **not**:

- Access, store, or distribute obscene, discriminatory, harassing, or otherwise inappropriate materials.
- Use technology for personal business, political campaigning, or commercial gain.
- Share confidential student or staff information without proper authorization.
- Install unapproved software, apps, or browser extensions on school devices.

- Circumvent or disable security systems, internet filters, or monitoring tools.
- Use personal accounts or devices in a way that violates school policy for student interactions.
- Engage in cyberbullying or any form of harassment.

4. Social Media & Public Communication

- When representing the school online, staff must maintain professionalism and align with the school's values.
- Do not post images, videos, or personal information about students without parental consent and administrative approval.
- Avoid public commentary that could be perceived as discriminatory, disrespectful, or damaging to the school's reputation.

5. Network & Device Security

- Only connect school-approved devices to the school network.
- Keep all software, browsers, and security tools updated.
- Use encrypted or password-protected methods when transmitting sensitive information.
- Avoid using unsecured public Wi-Fi for accessing school systems without a VPN.

6. Privacy & Monitoring

- The school reserves the right to monitor and review all technology use conducted on school devices and networks.
- Staff should not expect
- privacy when using school-provided technology.

7. Consequences for Misuse

Violation of this policy may result in:

- Revocation of technology privileges.
- Disciplinary action up to and including termination.
- Legal consequences in cases of law violations.

Email Use Policy for Teachers /Staff

Purpose

This policy sets clear expectations for teachers and staff regarding the professional and responsible use of the school's email system and related digital communication tools. The goal is to protect student privacy, maintain professionalism, and safeguard the school's technology resources.

1. General Email Principles

- School-provided email accounts are for **professional, educational, and administrative purposes** only.
- Staff are expected to use **clear, respectful, and professional language** in all communications.
- All emails sent from a school account reflect on the school's image and must align with its mission and values.
- Staff must **check their school email regularly** to stay informed about school-related matters.

2. Acceptable Uses

Teachers and staff may use school email to:

1. Communicate with students, parents, and colleagues for educational or school business purposes.
2. Share instructional materials and coordinate school-related activities.
3. Access and submit work-related documents through school-approved systems.
4. Collaborate professionally on curriculum, projects, and school events.

3. Unacceptable Uses

Staff may **not** use the school email to:

- Send or forward messages containing inappropriate, harassing, discriminatory, or offensive content.
- Conduct personal business, political campaigning, or commercial activity.
- Share confidential student or staff information with unauthorized individuals.
- Send chain letters, spam, or mass emails without administrative approval.
- Open suspicious links or attachments from unknown senders.
- Use personal email accounts for official school business involving students or parents.

4. Security & Privacy

- Protect your account by using strong passwords and never sharing them.
- Log out of email accounts when not in use, especially on shared devices.
- Avoid transmitting sensitive student or staff information unless the method is secure and authorized.
- Report suspected phishing, hacking, or data breaches to the IT department immediately.
- Remember: **School email is not private**—all activity may be monitored, archived, and subject to review.ACADEMY

5. Records & Legal Compliance

- Emails related to school business may be considered public records under applicable laws.
- Staff must retain important email communications according to the school's records retention policy.
- Comply with **FERPA**, **COPPA**, and other relevant privacy laws when communicating about students.

6. Consequences for Misuse

Violations of this policy may result in:

- Revocation of email and technology privileges.
- Disciplinary action, up to and including termination.
- Possible legal consequences in cases of law violations.

7. Acknowledgment

By signing below, I confirm that I have read, understood, and agree to follow the School Technology & Email Use Policy for Teachers

Asset: Property of Edison Bethune Charter Academy

MYEBC-STAFF



Print Name: _____



Signature: _____ **Date:** _____

WARNING!

1. You are **responsible** for backing up your data on your laptop.
2. Any laptop for repair (unless hardware) will be re-imaged to factory settings