

August 28, 2019

AND ADOPT A NEW STAFF ACCEPTABLE USE POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board ~~rescind~~ amend Board Report ~~09-0722-PO3~~ 18-0822-PO2 adopt a new Staff Acceptable Use Policy.

The purpose of the proposed amendments is to incorporate feedback from principals and

administrators, Career and Community connections, the Student Outreach and Re-Engagement Centers

Children's Internet Protection Act (CIPA) refers to the federal law that requires schools that receive federal funding through the E-Rate program to use internet access filtering to protect students from content deemed harmful or inappropriate. For more information, visit <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>.

Collaboration Tools refers to systems which support synchronous and asynchronous communication through a variety of devices, tools, and channels. Examples of collaboration systems include, but are not

limited to, calendaring, messaging/conferencing boards (e.g., CBS, Google Classroom), blogs, groups,

"Personal Social Media" refers to non-CPS-related Social Media page(s) established by a User for his/her personal or private endeavors.

"Non-CPS Social Media" refers to Social Media established by or for a third party or non-CPS group

not for profit company, etc.)

Unauthorized Software refers to any software product or tool that is listed as 'prohibited for use' on the CPS

~~Users shall not use the CDC Network or Computer Resources including access to the internet, intranet~~

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CPS Network to access unauthorized information, or to otherwise circumvent information security systems;

34. engages in inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, transmitting sexually suggestive images, or other sexual activities;
35. downloads unauthorized games, programs, files, electronic media, and/or stand-alone applications from the internet that may cause a threat to the CPS Network;

36. violates federal or state law or any Board rules, policies, standards, or guidelines regarding the

I. Remote Access. Remote access to the CPS Network is allowed only through ITS-authorized remote access solutions and will always require two factor authentication.

J. Third Party Systems. CPS provides Users with the means to communicate through a variety of district-owned or leased systems located on the CPS Network in order to effectively conduct district

third party system to communicate when a similar system is otherwise available on the CPS Network. To the extent that a particular system is not available on the CPS Network, User's use of a third party system is subject to approval by the Chief Information Officer (CIO) or designee. If approved, such use is subject to the requirements of this policy and other applicable Board policies as well as any other requirements specified by the CIO. In such cases, the User is solely responsible for ensuring compliance with all such

~~Procedent Email~~ The Office of Communications shall establish guidelines to prohibit broadcast

staff/student text communications under the Program;

(b) complies with the group texts/messages requirements established by the CEO to include other staff member(s) or the parent/guardian on the staff/student text communications;

(c) complies with any other requirements established by the CEO for such text, IM instant message and phone communications with a student for Program purposes, and

(d) includes the staff member's CPS email address, or other CPS email address, as a recipient on the message identified by the CEO, on all texts IMs or instant messages for proper records retention.

4. CEO-Approved Exceptions. The CEO may authorize exceptions to this policy to permit User/student text IM or instant message communication where the CEO determines it is in the best interest of the student to authorize User/student electronic communications outside the CPS Network. In such instances, the CEO shall establish the parent consent, group text and other requirements necessary to ensure student safety and proper records retention. A User must (a)

5. Concerted Activity. Nothing herein shall restrict Users with bargaining unit membership or Users eligible for bargaining unit membership from engaging in concerted activity regarding their working

terms and conditions.

6. App: User who inappropriately uses Social Media during school/work hours or outside of

(g) Requirements regarding User communication with parents/guardians using Social Media

and

(f) Requirements for use of future Social Media platforms and features as developed.

3. The CPS Social Media Guidelines shall also establish the terms and conditions upon which a User may create a social media site for the purpose of communicating with students in his/her class, ~~or other groups or club and shall include, at a minimum, the following:~~

C. Return of Electronic Devices. All technology purchased or donated to CPS is considered district

property and any and all equipment assigned to employees must be returned prior to leaving their position in the same working condition. All equipment containing PII or other confidential information must be returned directly to ITS, the Department/School Manager or designee before it can be redeployed.

D. Energy Management. CPS strives to reduce its environmental footprint by pursuing energy conservation efforts and practices. The district reserves the right to adjust power-saving settings on

E. BYOD (Bring Your Own Device) & Personal Electronic Devices. The use of personal electronic

- E. Exclusion of an intern, volunteer, or employee of a vendor, consultant or contractor from serving CPS in any capacity;
- F. Exclusion from Board premises; and
- G. Civil or criminal penalties.

[REDACTED]

or the potential thereof, then the district shall not hesitate in seeking the most severe discipline and penalties allowed under the law. Use of the CPS Network and Computer Resources is a privilege, not a right. By using CPS technology systems and devices, the User agrees to follow all CPS regulations, policies and