

## **Technology Environment Guidelines for Faculty and Staff**

**Technology at FDR is provided primarily to promote student learning and professional development.**

- Faculty members are expected to stay current with school-provided software and their educational applications. FDR will provide a variety of information sources and training opportunities to facilitate this.
- Staff should use the resources of FDR's technology environment primarily for school business.
  - Use of FDR's technology is not permitted for commercial purposes.
  - Personal use of technology (including telephones) should not interfere with the staff member's professional duties.
- School computer use is not private and activities while using technology may be monitored and recorded.

### **Personal Technology and Social Networking Guidelines**

- Exercise caution when using technology to communicate with and about members of the Roosevelt community -- especially current students -- whether in or outside of school.
  - Adjust security settings so students have very limited or no access to your personal information.
  - Recognize that social networking systems such as Facebook are public, and according to board policy, Roosevelt employees are obligated "to be a supportive spokesperson for the school, and to otherwise cooperate in the furtherance of the school's mission by modeling our core values and supporting our student strategic objectives."
- Be alert to incidents of cyber bullying against students or staff members, and immediately report any such bullying to the appropriate principal or dean of students.

### **Hardware**

- Non-FDR issued computers must be free of viruses and approved for use on campus by submitting a form available in the FDR technology office.
- Laptop computers and other technology equipment may be checked out by staff members for school use. If the equipment is damaged or stolen because of negligence (on or off campus), the staff member may be responsible for paying up to US \$500 (the insurance deductible).

### **Software**

- The tech team will only install software that has been approved by the school's Principal and the Technology Director, that supports FDR's mission, and that is a legal copy.

### **Electronic Files and Other Media**

- Storage media brought from outside the school should always be scanned for viruses.
- Staff members should save their files on the school's servers, not on the computer's hard drive; staff members have been assigned 400 MB of storage space.

### Technology Support

- For assistance regarding computer trouble or to request the installation of software, faculty and staff should fill out an online Tech Request form (available on the school's web page), and your area's technology assistant will contact you.
- Tech Requests or any other kind of technical assistance are only for school-related problems. School personnel will not provide assistance with personal files or equipment during school hours.

### Responsible Use

- Teachers should be role models of the ethical use of information and should follow copyright laws.
- Please remember your passwords, keep them secret, and change them every three months.

### The Internet

- Users are not allowed to send communications which are disruptive, obscene, pornographic, profane, vulgar, threatening or otherwise prohibited by law.
- Users are not allowed to send a computer file or program that may harm the technology environment or its resources.
- YouTube or other streaming applications (music, video chat, downloads) should only be used for educational activities during the school day. This is to ensure adequate Internet bandwidth is available for academic use.
- Teachers with web pages functioning on the school's web server are responsible for maintaining them, for following copyright laws, and for using appropriate language, images and links. School-provided web pages cannot be used for commercial purposes.

### Printing

- Please consider your environmental responsibility when printing. Printing in color, printing multiple copies, and printing long documents from the Internet are discouraged.

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## Colegio Franklin D. Roosevelt - Technology Environment Guidelines

I understand and will abide by the above Technology Environment Guidelines. Anything not expressly described is denied by default. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Full Name (First Last - please print):	User's Login Name (assigned by FDR):
Position at FDR:	Password (6 - 8 symbols, not all letters and/or same case):
Section (ES/MS/HS/MC/AD):	Today's Date: (dd/mm/yy)
Status (OHire/LHire/PartTimeSub/FullTimeSub/Coach/Worker/ Other):	Signature: