

POLICY GBEE

APPROPRIATE USE OF TECHNOLOGY BY NON-STUDENT STAKEHOLDERS

The Internet, various forms of electronic communications, and other Windsor Charter Academy technology resources have vast potential to support curriculum and learning. Accordingly, the Executive Board of Directors believes these resources should be used in schools as a learning resource to educate and to inform.

The Executive Board of Directors supports the use of the Internet, electronic communications, and other Windsor Charter Academy technology by staff to improve teaching and learning through interpersonal communication, access to information, research, training, and collaboration, and dissemination of successful educational practices, methods, and materials.

The Internet and electronic communications are fluid environments in which the Windsor Charter Academy staff may access materials and information from many sources. Staff members shall take responsibility for their own use of Windsor Charter Academy technology resources while on or off of the Windsor Charter Academy network, as well as the use of personal devices while connected to the Windsor Charter Academy network, in accordance with this policy. Windsor Charter Academy technology resources must be used only for educational purposes, or to perform assigned job responsibilities.

Filtering

Web filtering technology that blocks or filters material and information that is unsuitable for students as defined by federal and state law and Board policy shall be deployed by Windsor Charter Academy. Staff must report access (their own or that of a student or other staff member) to material or information that is unsuitable for students as defined by federal and state law, professes a threat of violence or self-harm, or otherwise in violation of this policy, to their supervisor or Windsor Charter Academy administration and the Windsor Charter Academy technology department.

No Expectation of Privacy

Windsor Charter Academy technology resources are owned by Windsor Charter Academy and are intended for educational purposes, Windsor Charter Academy business, and performance of assigned job responsibilities at all times. Staff members shall have no expectation of privacy while using Windsor Charter Academy technology resources. Windsor Charter Academy reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of Windsor Charter Academy technology resources, including, but not limited to, all Internet, network, application, and electronic communications access and transmission/receipt of materials and information, including such activity on personal devices while connected to the Windsor Charter Academy network. Windsor Charter Academy reserves the right to utilize and apply decryption technology to such activity within Windsor Charter Academy (at any time and without prior notice) to the extent allowable by law. All material and information accessed/received through Windsor Charter Academy technology resources shall remain the property of the Windsor Charter Academy.

Public Records

Electronic communications sent and received by Windsor Charter Academy staff may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All staff electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived, and destroyed in accordance with applicable law and Windsor Charter Academy policy.

Unauthorized and Unacceptable Use

Staff members must use Windsor Charter Academy technology resources, as well as personal technology resources while connected to the Windsor Charter Academy network, in a responsible, efficient, ethical, and legal manner and in accordance with applicable law and Windsor Charter Academy policy. Use of Windsor Charter Academy technology resources, systems, and networks for personal gain is prohibited.

Because technology and ways of using technology are constantly evolving, every unacceptable use of Windsor Charter Academy technology resources cannot be specifically described in policy. Therefore, examples of unacceptable uses are detailed in the accompanying regulation.

Intentional access or attempt to access material defined in the accompanying regulation, or defined as unsuitable elsewhere in this policy or in state or federal law, is considered a direct violation of this policy and may subject the staff member to disciplinary action, up to and including termination, and/or criminal or other legal action.

Security

Information security is a high priority for Windsor Charter Academy. Windsor Charter Academy is dedicated to adhering to the most current industry standard information security best practices and continuous improvement of its security posture. Staff members who identify abuse, in violation of policy or otherwise, or a security risk or vulnerability while using Windsor Charter Academy technology resources must immediately notify a supervisor, the Windsor Charter Academy technology department, and the Windsor Charter Academy administration. Staff members must not communicate or demonstrate the problem to other users. Utilization of credentials other than those assigned to the user for their own exclusive use is strictly prohibited. Account names or credentials used in the Windsor Charter Academy shall not be duplicated or reused for any purpose external to Windsor Charter Academy. Access privileges are subject to the principle of least privilege; in addition, access to sensitive data may be subject to the requirement of need to know.

Because technology and related security issues are constantly changing, not every practice that could jeopardize Windsor Charter Academy's technology resources and systems can be described in policy. Therefore, examples of security risks that violate Windsor Charter Academy's policies are detailed in the accompanying regulation.

Staff are prohibited from accessing, storing, or processing data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act, or otherwise deemed sensitive in nature by Windsor Charter Academy on any device other than that which has been assigned for exclusive use by the staff member, or has been explicitly designated as an administrative or staff use only device.

Any device, application, or other Windsor Charter Academy technology resource storing or processing data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act, or otherwise deemed sensitive in nature by Windsor Charter Academy must not be left unattended while logged in; devices must employ a configured and enabled lock screen mechanism triggered by a timer, inactivity, or both; and web-based applications must employ an auto-logout mechanism triggered by inactivity.

Any user identified as a security risk, or as having a history of problems with other technology resources, may be denied access to Windsor Charter Academy systems, networks, and other technology.

Confidentiality

Staff members shall not access, receive, transmit, or retransmit data or any other material regarding students, parents/guardians, Windsor Charter Academy staff or Windsor Charter Academy affairs that is protected by confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act, unless such access, receipt, or transmittal is in accordance with their assigned job responsibilities, applicable law and Windsor Charter Academy policy. In order to maintain data confidentiality and compliance, data subject to confidentiality laws, as well as any other data designated as sensitive by Windsor Charter Academy, shall employ the use of encryption. It is imperative that staff members who store and share confidential student information in digital form understand how to do so in a safe and secure manner, so that confidential records are not inadvertently shared with the wrong party or made publicly available in any other manner. Staff members who disclose student records or other confidential student information in a manner inconsistent with applicable law and Windsor Charter Academy policy may be subject to disciplinary action, up to termination, and/or criminal or other legal action.

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material.

Data Handling

Storage of Windsor Charter Academy data, in any form, is restricted to Windsor Charter Academy-issued technology resources. Staff are prohibited from storing Windsor Charter Academy data, in any form, on personal devices. Storage of Windsor Charter Academy data in unsanctioned external storage providers or applications is strictly prohibited.

Staff members are required to configure and utilize multi-factor authentication for any Windsor Charter Academy-sanctioned application where data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act or otherwise deemed sensitive in nature by the Windsor Charter Academy will be stored or processed.

Any device, including but not limited to stationary workstations, mobile devices, permanently attached or approved removable storage, storing or processing data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act or otherwise deemed sensitive in nature by Windsor Charter Academy shall employ encryption technology to maintain confidentiality of data.

Staff connecting any personal devices, such as cell phones (including cell phones where a stipend is provided), laptops, or tablets, to Windsor Charter Academy-sanctioned applications are required to utilize a screen lock mechanism with an automatic screen lock timeout configured.

All Windsor Charter Academy data or data created by Windsor Charter Academy staff while performing their assigned responsibilities, including email, must be securely destroyed when the data no longer maintains value or valid purpose to Windsor Charter Academy and in accordance with law and the Windsor Charter Academy's record retention schedule. Windsor Charter Academy reserves the right to securely reclaim,

remove access, or destroy data not meeting value or validity standards (to include email and other electronic communications) at any time and without prior notice.

Use of Social Media

Staff members may use social media in accordance with Windsor Charter Academy Board policy GBEEA: Staff Use of Social Media for School-Related Purposes, for instructional purposes, including promoting communications with students, parents/guardians, and the community concerning school-related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding, and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications. Staff members must receive prior approval before any social media platform may be used on behalf of Windsor Charter Academy or for student educational purposes. Approval of the use of social media must be resubmitted annually for review. Staff who would like to use social media as an educational tool are required to create and utilize a professional account for exclusive use for Windsor Charter Academy educational purposes.

Online or electronic conduct resulting in a negative impact on the educational environment or other conduct in violation of Windsor Charter Academy policy may form the basis for disciplinary action, up to and including termination, and/or criminal or other legal action.

Windsor Charter Academy-Owned Technology Hardware

Staff-issued Windsor Charter Academy technology resources are the sole responsibility of the staff member. Theft, loss, or damage of all staff-issued hardware devices must be replaced or reimbursed by the staff member, with the exception of theft within a Windsor Charter Academy building where clear evidence is present and a police report has been filed. Staff members must report the incident to the Windsor Charter Academy administration, their supervisor, and the Windsor Charter Academy technology department.

Unauthorized Software

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration, licensing, and payment of any fees owed has been deemed unacceptable by the Windsor Charter Academy, or otherwise does not comply with Windsor Charter Academy policy or state and federal laws.

Staff Member Use is a Privilege

Use of Windsor Charter Academy technology resources, Internet, and electronic communications requires personal responsibility and an understanding of an agreement to the acceptable and unacceptable uses of such tools as defined in this policy. Provisioning of Windsor Charter Academy technology resources for use by staff is a privilege, not a right. Availability to and use of Windsor Charter Academy technology resources by staff is contingent upon acceptance of and compliance with this policy. Failure to follow the use procedures and requirements contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in disciplinary action, up to and including termination, and/or criminal or other legal action. Windsor Charter Academy may deny, revoke, or suspend access to Windsor

Charter Academy technology or close accounts at any time. Staff members are required to follow the Technology Policies and Expectations outlined in the staff handbook.

Windsor Charter Academy Makes No Warranties

Windsor Charter Academy makes no warranties of any kind, whether express or implied, related to the use of Windsor Charter Academy technology resources, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by Windsor Charter Academy of the content, nor does Windsor Charter Academy make any guarantee as to the accuracy or quality of information. Windsor Charter Academy is not responsible for any damages, losses, or costs a staff member or student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via Windsor Charter Academy technology resources is at the staff member's own risk.

Definition

As used in this policy, the terms "staff," "staff member" and "Windsor Charter Academy staff" include any person employed by the Windsor Charter Academy, student teachers, interns, volunteers, contractors, or any other third party under contract to perform work or services or process data for Windsor Charter Academy.

Windsor Charter Academy Executive Board

Adopted: May 2018

April 2023

Legal References

20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)

47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)

C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

C.R.S. 24-72-204.5 (monitoring electronic communications)

Cross References

AC and subcodes, Non-Discrimination/Equal Opportunity

JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students

GBEEA Staff Use of Social Media for School-Related Purposes