

VCOE Acceptable Use Policy

Practically Speaking:

What Does It Mean
for Me
in My Classroom?

Developed by VCOE Tech Services

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Objectives

- To annually share Acceptable Use Policies with staff.
- To help staff understand practical applications of these policies.
- To help staff with compliance and avoid misuse.

AR 4040 states, “Systems and supplies are the property of the County.”

Practically Speaking

- There is no expectation of privacy.
- This is not your personal equipment, email, or voicemail.
- VCOE has the right to monitor network use.
 - Web History and Cookies (information stored on your computer that websites use for authentication, preferences, shopping carts) can be searched quickly and easily.
- All emails are owned by VCOE and are discoverable in a court of law.
 - VCOE now uses EMS (electronic mail storage) that stores emails for up to 1 year.
- VCOE has the right to confiscate your computer and use it against you if an infraction has occurred or is suspected.

AR 4040 states, “You must comply with Copyrights.”

Practically Speaking

- Fair use in education (see handout) has certain restrictions based on these standards:
 - Purpose of use
 - Nature of the work
 - Proportion/extent of the material used
 - Effect on marketability
- Honor copyrighted materials and do not reproduce without permission.
- Bringing a Netflix DVD from home and showing it in the classroom (even with a G rating) may violate copyright and fair use.

AR 4040 states, “Use of personally owned software is not permitted.”

Practically Speaking

- Do not download software that does not have a valid VCOE license.
- Educational games, clip art, etc. purchased for personal use (single license) should not be installed on VCOE computers.
 - This is often seen on donated equipment, networked or not, that doesn't meet VCOE standards.
 - It circumvents the vetting process.
 - VCOE is working on a procedure to identify valid electronic resources that can be legitimately installed on VCOE equipment.

AR 4040 states, “Users shall not use the system to promote unethical practices.”

Practically Speaking

Be aware of capacity and appropriateness.

- Putting personal photos on the network shared drive strains VCOE systems (fills up capacity, requires back-up) and violates policy.
- Don't email photos taken at a party attended by co-workers to their VCOE email accounts.
 - This could be construed as harassment.

AR 4040 states, “In using VCOE technology, employees must behave in a businesslike and professional manner.”

Practically Speaking

Is it appropriate to:

- Take instructional time away from students to tend to personal matters online?

- Use VCOE equipment to:
 - Answer personal emails or pay bills online?
 - Update your social networking site?

Speaking of social networking . . . (see next slide)

Should I have a social networking account? Should I be gaming?

Practically Speaking

- Social networks are great when used for peer collaboration, but don't friend students or parents.
 - Be careful not to blur boundaries.
- Gaming can be educational, but also addictive.
- Be smart.
 - Don't do it during school hours.
 - Don't make derogatory entries about your administrator/site/colleagues.
 - Once you place something on the Internet, it is there forever and can come out when you least expect it.

AR 4040 states, “All information technology resources are provided to meet office (classroom) needs.”

Practically Speaking

- Do personal “stuff” on a break or outside of work hours.
- Use personal equipment and personal email accounts for personal matters.

In conclusion...

- Understand and abide by VCOE Acceptable Use Policies.
- Be a good digital citizen.
 - Model ethical behavior for students.