



Staff Education Technology Acceptable Use Policy School City of Hammond

In an effort to prepare our students to be lifelong learners and succeed in an ever changing technological world, the School City of Hammond will engage students in internet activities and exploration geared toward specific subject areas. These activities require an understanding of acceptable use and responsible digital citizenship by students and staff.

Staff members shall access social media for educational use only after submitting a plan for that educational use and securing the principal’s approval of that plan in advance as stated in policy 7540 and 7540.04.

Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal or department administrator as stated in board policy 3213 and 4213.

My signature indicates that I acknowledge, have read, and understand the above expectations and the policies associated with technology including those referenced below.

- 3213 Student Supervision and Welfare (Professional Staff)
<http://www.neola.com/hammond-in/search/policies/po3213.htm>
- 4213 Student Supervision and Welfare (Classified Staff)
<http://www.neola.com/hammond-in/search/policies/po4213.htm>
- 7540 Technology
<http://www.neola.com/hammond-in/search/policies/po7540.htm>
- 7540.02 Web Content, Apps, and Services
<http://www.neola.com/hammond-in/search/policies/po7540.02.htm>
- 7540.03 Student Education Technology Acceptable Use and Safety
<http://www.neola.com/hammond-in/search/policies/po7540.03.htm>
- 7540.04 Staff Education Technology Acceptable Use and Safety
<http://www.neola.com/hammond-in/search/policies/po7540.04.htm>

Name (please print) _____

Signature _____

Date _____