

# Summary of Proposed Revisions to the Staff Acceptable Use Policy (Staff AUP)

Change #1: Guiding Principles	
<p>A. <b>Language updated</b> to include who is responsible for what in each of the 5 guiding principles.</p> <ol style="list-style-type: none"><li>1. CPS has a legal obligation to protect the personal data of our students, families, and staff.</li><li>2. CPS' <b>department of Information and Technology Services</b> provides a baseline set of policies and standards to allow schools and district offices to implement technology in ways that meet the needs of their staff.</li><li>3. CPS recognizes that social media technology and online tools can provide a means to enhance education, communication, community engagement and staff and student learning.</li><li>4. CPS' <b>department of Information and Technology Services</b> is obligated to ensure that staff use technology appropriately and in support for educational and business purposes.</li><li>5. CPS' <b>department of Information and Technology Services</b> is responsible for providing annual cybersecurity and AI literacy training. Staff may receive additional training as necessary based on their cybersecurity hygiene practices.</li></ol>	<p><b>Reason:</b> Accountability ensures clarity of role and enables the owner to take responsibility.</p>
<p>B. <b>New language</b> to reflect cybersecurity and artificial intelligence training standards.</p> <p>5. CPS' department of Information and Technology Services is responsible for providing <b>annual cybersecurity and AI literacy training</b>. Staff may receive additional training as necessary based on their cybersecurity hygiene practices.</p>	<p><b>Reason:</b> Adds accountability and sets expectations for IT-related training.</p>

Change #2: Policy Text	
<p><b>Created definitions</b> for Artificial Intelligence, Artificial Intelligence (AI) Literacy, CPS' Protected Categories, Generative Artificial Intelligence, Machine Learning, Recent graduate, SOPPA and Unwelcome Conduct.</p>	<p><b>Reason:</b> The definitions were missing.</p>

Change #3: Section VI. Duties	
<p><b>New language</b> to establish responsibility for an Exceptions Request Committee.</p> <p>"ITS shall establish and maintain a cross-departmental Exceptions Request Committee, including but limited to the Law department, to ensure CPS adopts technologies necessary to support CEO-approved initiatives, social media use, mobile device communication use, mental health-related needs, etc."</p>	<p><b>Reason:</b> It is sometimes necessary to temporarily approve the use of a non-standard technology platform in order to ensure the best student and staff outcomes. Establishing a standing committee will ensure CPS is able to respond in a secure and timely fashion.</p>

Change #4: Section VI. General Provisions, C. Unacceptable Use	
<p>A. <b>Created 4 categories</b> to group unacceptable uses and behaviors.</p> <p>"1. Causing harm to others, damage to their property or CPS property, such as behaviors and actions that are:  2. Gaining or attempting to gain unauthorized access to the CPS Network or Computer Resources, or to any third party's computer system, such as:  3. Using the CPS Network or Computer Resources for commercial purposes, such as:  4. Engaging in criminal, unlawful or other inappropriate activities, such as:"</p>	<p><b>Reason:</b> The behaviors were previously a list of 37 bullet points, making it long and difficult to understand.</p>
<p>B. <b>Created a new</b> unacceptable use standard.</p> <p>It is unacceptable to "...intentionally damage a CPS device or the device(s) of others".</p>	<p><b>Reason:</b> The policy did not explicitly state this was an unacceptable behavior that could carry consequences.</p>
<p>C. <b>Updated language</b> to match CPS'</p>	<p><b>Reason:</b> To be aligned with CPS' Comprehensive</p>

<p>Comprehensive Non-Discrimination, Harassment, and Retaliation Policy.</p> <p>Added “Unwelcome Conduct” and included provisions for behavior that is “harassing, discriminatory, retaliatory or discriminatory to protected categories of persons based on CPS’ Comprehensive Non-Discrimination, Harassment, and Retaliation Policy.”</p>	<p>Non-Discrimination, Harassment and Retaliation Policy.</p>
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Change #5: Section VI. General Provisions, E. Software Licenses	
<p><b>New language</b> to specify only approved educational technologies may be used.</p> <p>“In compliance with SOPPA, Users can only use approved educational technologies. Approved for use educational technologies are available on the SOPPA website and must meet the following criteria: have been approved under the SOPPA policy; all agreements between the Board and the provider are posted on the District’s SOPPA website, and all of the data elements are listed on the District’s website, whether the product is provided at a cost to the Board or free of charge.”</p>	<p><b>Reason:</b> To ensure staff understand how to align educational technology use with the state’s Student Online Personal Protection Act (SOPPA).</p>

Change #6: Section VI. General Provisions, N. Artificial Intelligence	
<p><b>New language</b> to include expectations of use around artificial intelligence.</p> <p>“Artificial Intelligence. CPS is committed to equipping staff with AI Literacy to ensure staff have the business and educational tools and knowledge to thrive in the age of AI. ITS is responsible for ensuring AI systems are responsibly developed, human-centered, thoroughly tested, and continuously monitored to promote dynamic, forward-looking and continuous learning and innovation solutions, for business and the classroom. Staff must use CPS approved tools. For CPS guidance and ethical use of AI, review the AI Guidebook at <a href="https://cps.edu/aiguidebook">cps.edu/aiguidebook</a>.”</p>	<p><b>Reason:</b> AI is a newer technology and the previous version did not provide guidance about acceptable use.</p>

#### Change #7: Section VII. Email, A. Usage

**New language** to specify that staff may not set email to be automatically forwarded to a third-party email account.

“Users are not allowed to automatically forward CPS email to a third-party email account (e.g., Outlook, Gmail, etc.) to conduct work in a preferred platform.”

**Reason:** In the same section, the policy currently states, “Users are not allowed to use a personal, third-party email account (e.g. Hotmail, Yahoo, etc.) in their capacity as representatives of CPS”; however, the policy did not explicitly prohibit the use of automatically forwarding email to a third-party account.

#### Change #8: Section VII. Email, B. Confidentiality

**New language** to clarify requirements for the transmission of SSN.

“The transmission of SSN information via email must only occur via secure means, where the sensitive information is encrypted and only sent by and/or received by intended parties.”

**Reason:** The policy did not previously provide user expectations around securely transmitting SSN.

#### Change #9: Section VIII. Mobile Device Communication, B. Mobile Device Communications with Student(s)

A. **New language** to clarify which staff to student/recent graduate communication mechanisms are deemed inappropriate or constitute grooming.

“The use of personal mobile device, personal email address, or personal social media account to connect with a student or recent graduate may create the appearance of an inappropriate relationship or constitute grooming, which is prohibited by CPS’s Reporting, Abuse, Neglect, and Inappropriate Relations Between Adults and Students Policy.”

**Reason:** To be aligned with CPS’ Reporting, Abuse, Neglect, and Inappropriate Relations Between Adults and Students Policy.

B. **New language** to include how to report inappropriate communication from a student.

“Staff shall immediately notify the Equal Opportunity Compliance Office (773-553-1013) if they believe that they are receiving inappropriate personal email communications from a student.

**Reason:** To be aligned with CPS’ Reporting, Abuse, Neglect, and Inappropriate Relations Between Adults and Students Policy.

Any complaints/notifications must be logged as an incident report by the principal or assistant principal immediately. The failure of a staff member to timely report conduct that violates this Policy can result in disciplinary action up to and including dismissal from employment."	
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Change #10: Section IX. Social Media / Online Communication, A. General, 1. Communication with Students and 3. Modeling Civil Online Behavior	
<p>A. <b>New language</b> to clarify which staff to student/recent graduate communication mechanisms are deemed inappropriate or constitute grooming, and how to report inappropriate communication from a student.</p> <p>"The use of personal email to connect with a student or recent graduate within one year of graduation may create the appearance of an inappropriate relationship or constitute grooming, which is prohibited by CPS's Reporting, Abuse, Neglect, and Inappropriate Relations Between Adults and Students Policy.</p> <p>Staff shall immediately notify the Equal Opportunity Compliance Office (773-553-1013) if they believe that they are receiving inappropriate personal email communications from a student. Any complaints/notifications must be logged as an incident report by the principal or assistant principal immediately. The failure of a staff member to timely report conduct that violates this Policy can result in disciplinary action up to and including dismissal from employment."</p>	<p><b>Reason:</b> To be aligned with CPS' Reporting, Abuse, Neglect, and Inappropriate Relations Between Adults and Students Policy.</p>
<p>B. <b>Language updated</b> to include unacceptable behaviors.</p> <p>"(b) is offensive, harassing, discriminatory, or retaliatory or discriminatory to protected categories of persons based on CPS' Comprehensive Non-Discrimination, Harassment, and Retaliation Policy."</p>	<p><b>Reason:</b> To be aligned with CPS' Reporting, Abuse, Neglect, and Inappropriate Relations Between Adults and Students Policy.</p>

**Change #11: Section IX. Social Media / Online Communication, B. Personal Social Media Use**

**New language** to clarify which social media interactions are deemed inappropriate or constitute grooming, and how to report inappropriate communication from a student.

“The use of social media to connect with a student or recent graduate within one year of graduation may create the appearance of an inappropriate relationship or constitute grooming, which is prohibited by CPS’s Reporting, Abuse, Neglect, and Inappropriate Relations Between Adults and Students Policy.

Staff shall immediately notify the Equal Opportunity Compliance Office (773-553-1013) if they believe that they are receiving inappropriate social media communications from a student. Any complaints/notifications must be logged as an incident report by the principal or assistant principal immediately. The failure of a staff member to timely report conduct that violates this Policy can result in disciplinary action up to and including dismissal from employment.”

**Reason:** To be aligned with CPS’ Reporting, Abuse, Neglect, and Inappropriate Relations Between Adults and Students Policy.