

VANLUE STAFF TECHNOLOGY AND NETWORK ACCEPTABLE USE POLICY

Staff members are encouraged to use the computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege. Prior to accessing the Internet at school, staff members must sign this acceptable use policy.

The guidelines outlined below are provided so that the users are aware of their responsibilities.

- A. Staff members are responsible for their behavior and communication on the Internet.
- B. Staff members may only access network resources with the usernames and passwords provided by Vanlue Local School, and NOACSC. Staff members may not use anyone else's accounts.
- C. Staff members may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to any other users, or misrepresent other users.
- D. Staff members may not use the internet to engage in "hacking" or any other unlawful activities.
- E. Transmission of any material prohibiting state or federal law or board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited. This does not include the Intranet.
- G. Staff members are expected to abide by the following generally accepted rules of network etiquette:
 1. Be polite, courteous and respectful in your messages to others.
 2. Use language appropriate to school situations in any communications made through the network.
 3. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 4. Never release names, addresses, phone numbers, or passwords of students while communicating on the Internet.
 5. Avoid writing in all capitals, because it represents shouting and hostility.
 6. Delete old mail on a regular basis to avoid excessive mail storage size on the server.
- H. Use of the Internet to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate or harmful to minors is prohibited. As such, the following material is prohibited: material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibit of the genitals, and material that lacks serious literary, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate test files, or files dangerous to the integrity of the school district's network are also prohibited.
- I. Malicious use of the school district's network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a

computer or computing system is prohibited. Staff members may not use the school districts network in such a way that would disrupt the use by others. Staff members should refrain from intentionally wasting limited resources.

- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted or trademarked). All copyright issues regarding software, information and attributions of authorship must be respected.
- K. Downloading of information onto the school district's computer hard drives is prohibited. These files must be saved to the users V drive for save storage. If a staff member transfers files from information services, the staff member must check the file with a virus protection program before opening the file. Due to licensing issues, **ALL SOFTWARE** must be installed by the network administrator, and no teacher is permitted to install software applications. If a staff member downloads a virus and causes damage to the network due to downloading and opening a file, the staff member will be liable for any and all repair costs to make the network fully functional again.
- L. Privacy in communication over the Internet and the network is not guaranteed. To ensure compliance with these guidelines, the board reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the school district's network. Messaging relating to or in support of illegal activities will be reported to the appropriate authorities.
- M. Use of the Internet and any information procured through the Internet is at the staff member's own risk. The board is not responsible for any damage a user suffers, including loss of all data resulting from delays, non-deliveries, misdeliveries, or service interruptions. The board is not responsible for accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in class should be cited the same as references to printed materials.
- N. Disclosure, use and/or dissemination of personal identification information of minors via the internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Acceptable Use Policy."
- O. Staff are not permitted to use "excessive" bandwidth in their classrooms. Staff may not listen to streaming radio stations, or watch streaming television shows unless it is directly related to the curriculum they are covering.
- P. The proper channels must be followed with regards to technology purchasing and maintenance. Staff must use the help desk ticketing system to receive support for technology concerns and needs. Staff must fill out a software or hardware request, when wishing to add certain aspects of technology to their classrooms.
- Q. In order to Publish students' pictures and works, staff must first fill out the technology information publication authorization form (TIPA).

Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

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(To be signed by the staff member and returned to the network administrator.)

I have read, understand and agree by the terms of the foregoing staff acceptable use policy and agreement. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary and criminal action may be taken against me.

Users Signature

Date

Name (Printed Clearly)

Room Number