

GUIDELINES FOR ACCEPTABLE USE – STAFF AGREEMENT FORM

Staff, students, or community members who are specifically authorized to use the District's computers, iPads or on-line services shall comply with the following guidelines and procedures.

- Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- Do not reveal your personal home address or phone number or those of other students or colleagues.
- Note that electronic mail (email) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- Use of the computer, iPad and/or network is not for financial gain or for any commercial or illegal activity.
- The network should not be used in such a way that it disrupts the use of the network by others.
- All communications and information accessible via the network should, be assumed to be property of the District.
- Rules and regulations of on-line etiquette are subject to change by the administration.
- The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal passwords, home addresses and telephone numbers private. They shall use this system only under their own account information issued by the District.
- The system and electronic equipment shall be used only for purposes related to education or administration. Commercial or political use of the system is strictly prohibited. The administration reserves the right to monitor any computer/iPad activity and on-line communications for improper use.
- Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
- Copyrighted material may not be placed on the system without the author's permission.
- Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- Users are expected to keep messages brief and use appropriate language.
- Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

STAFF RESPONSIBILITY

- Staff members (teachers and administrators) may be provided with iPads by the District. These iPads should be utilized by staff members for purposes related to education or administration. Staff members will only be reimbursed for the purchase of applications, software and/or data which promote the educational mission of the District, which shall be at the sole discretion of the District, and which have been approved by the District.
- If a staff member damages or loses his/her iPad due to negligence, s/he will be solely responsible for the replacement cost(s) and/or fees associated with fixing the damage to the iPad. By accepting the iPad, the staff member agrees that any replacement cost(s) or fees associated with fixing damage to an iPad may be withdrawn from the staff member's wages.
- Transmission of obscene materials, sending or receiving offensive messages or pictures from any source is prohibited.

CONSEQUENCES OF UNACCEPTABLE USE

Misuse of the District’s network, e-mail, internet system, computers, iPads, and other information and communication technology systems in violation of this or any other Board policy, or in violation of the law may result in the revocation of access to the District’s network, e-mail, internet system, computers, iPads, and other information and communication technology systems, along with appropriate disciplinary action, up to and including termination from employment and possible criminal prosecution.

COMPUTER NETWORK STAFF AGREEMENT FORM

New Richmond Exempted Village School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of the information obtained via the district’s network/Internet is at user’s own risk. The New Richmond Exempted Village School District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet connection.

Full Name (Please Print) _____

Grade _____ Room Number _____

As a user of the New Richmond Exempted Village Schools computer network, I hereby agree to comply with the New Richmond Schools Network/Internet Code of Conduct and will access information over the network in a responsible fashion while honoring all relevant laws and restrictions. I understand that I will be held liable for any violation of the rules and any violation will cause my access privileges to be revoked and disciplinary action and/or appropriate legal action to be taken.

Check One:

_____ I **grant** permission for my picture or work to be published on the New Richmond Exempted Village School District’s Web Site (www.nrschools.org)

_____ I **do not grant** permission for my picture or work to appear on the New Richmond Exempted Village School District’s Web Site (www.nrschools.org)

Staff Signature _____ Date _____