

STAFF COMPUTER/NETWORK/INTERNET ACCEPTABLE USE GUIDELINES

Introduction

We are pleased to offer the staff of the Swansea Public Schools access computer network resources, electronic mail, and the Internet. These Acceptable Use Guidelines serve as a written agreement between the Swansea Public Schools and its students and staff. It outlines the appropriate uses for technology in the district, as well as, the consequences for failure to adhere to those guidelines. To use these resources, all staff must sign this form and return it to their building Principal. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's building principal.

General Network and Technology Use

Technology in the Swansea Public Schools will be used in collaboration with curriculum. Computers and other technology equipment are tools used to support the teaching and learning process. The network is provided to staff for educational purposes only that will enhance the teaching and learning process. Each staff member are expected to take individual responsibility for his or her appropriate use of the Internet and follow all conditions and rules of technology use as presented by the Swansea Public Schools. Any violation of the conditions and rules may result in possible legal and/or disciplinary action.

All data storage areas including, but not limited to workstations, external drives, network storage, etc.. may be treated like school lockers. Network administrators and administration may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should assume that files stored on the district owned equipment will always be public and available for anyone unless dictated otherwise by law (i.e. SPED, 504 plans).

User's Privileges and Responsibilities

Users of Swansea Public Schools equipment may:

1. Use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.
2. Access information from outside resources, which facilitate learning and enhances educational information exchange.
3. Access district networks and the Internet to retrieve information, facilitate learning and enhance educational information exchange.
4. Use electronic mail only for purposes directly related to work-related activities.

Users are responsible for:

1. Utilizing technology in the school only for facilitating learning and enhancing educational Information exchange consistent with the educational mission of the Swansea Public Schools.
2. Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
3. Keeping all inappropriate materials, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via Internet removable media, or other means.
4. Keeping hardware and software from being removed from school premises without prior consent, Maintaining the integrity of the e-mail system and making only those e-mail contacts, which facilitate teaming and enhance information exchange.
5. Keeping all food and drink away from computers, printers, etc.
6. Adhering to all copyright guidelines and avoiding plagiarism.
7. Adhering to the rules established for the use of hardware, software, labs, and networks in the school and through remote access.

8. Engaging in no harassment. The Swansea Public Schools Harassment and Discrimination Policy, which is distributed to all school employees, is applicable to Internet conduct.
9. The security of his/her own password.

Internet / World Wide Web / E-Mail Access

Access to the internet and e-mail will enable staff to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Staff should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their students/children should follow when using media and information sources.

The activities listed below are not permitted:

- Using a code, accessing a file, or retrieving any stored communication unless they have been given authorization to do so
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others. The Swansea Public Schools Bullying / Harassment / Discrimination Policy (JICFB) is applicable to Internet use
- Using non-educational websites that do not support teaching and learning
- Participating in any communications that facilitate any illegal activities or violate any other laws
- Transferring, copying, or downloading any non-educational material that does not support teaching and learning such as music or inappropriate images
- Damaging or modifying computers, computer systems or computer networks
- Removing hardware and/or software from school premises without prior consent
- Consuming food or drink near computers
- Violating copyright laws and committing plagiarism
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Utilizing district resources to establish electronic email accounts through third-party providers or any other nonstandard electronic mail system
- Intentional use of software or other websites to bypass the Internet filtering technology

Audit of Use

The Superintendent, or designee, shall establish a process to determine whether the district's educational technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual materials that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

Consequences of Misuse

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. Employees may be held personally liable for any violations of this policy.

Disclaimer

The Swansea Public Schools make no warranties of any kind for the technology services provided. The user will be responsible for repair or replacement of equipment damaged by malicious or inappropriate use as defined by this policy. Protection of data is the responsibility of the user. The district will not be responsible for any loss in service or policy. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network.

Changes In the Acceptable Use Guidelines for Computer and Internet Use

The Swansea Public Schools reserve the right to change these Guidelines at any time*

To use computers and networked resources, individual staff must sign this agreement below and return it to their building principal.

I understand that by signing this form that I acknowledge that I have read and will abide by the above Acceptable Use Guidelines.

User (print): _____ School: _____

Signature: _____ Date: _____