

STAFF TECHNOLOGY USE AGREEMENT FOR COMPUTER & NETWORK USE

All staff members (staff members are defined for the purpose of this agreement as those holding either paid and/or volunteer positions with Mogadore Local Schools), with any access to computers (or computing devices as defined in the **Scope of Coverage** section of the Board Policy), must read the summary of the **Computer Regulations** as outlined on the following pages. Staff members must also sign below acknowledging that they understand and agrees to follow all rules and policies as detailed at www.mogadore.net/aup.

Agreement

I have read the summary of the Computer Regulations as outlined on the following pages.
I understand and agree to abide by the terms of the *Acceptable Use And Internet Safety Policy, Rules For Computer And Network Use* and *Legal Disclaimer, Notice of Copyright & Web Site Policies* of the Mogadore Local School District as outlined on the following pages and described in further detail at www.mogadore.net/aup. Should I break any of the rules or in any way misuse my access to the School District's Computers, Network and/or the Internet, I understand and agree that appropriate Disciplinary Action may be taken against me. (The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network.)

I understand, that as a user of district technology resources, I have a limited privacy expectation in the content of my personal files, records and contents of my e-mail and online activity while on the districts network. Users are reminded that all computer, network and Internet use may be monitored, directly or indirectly, by the District and that there is no assurance of privacy or warranty of any kind, either expressed or implied, that all services provided through this system will be error-free or without defect. These rules also apply to all personal computing devices used on school property (as described in the *Scope of Coverage for All Technology Policies* found at www.mogadore.net/aup/#scope.)

This document **will not automatically expire** at the end of each school year. This signed agreement shall continue to remain in effect unless one or more of the following occur: the staff member leaves the employment of Mogadore Local Schools, is reassigned to another position, formally notifies appropriate personnel of their intension to no longer serve in a volunteer position for the district or Mogadore Local School District requests that a new agreement form must be signed by a staff member.

Staff Member Name (Please Print)

Staff Member Signature

Date

Please sign and return, this page only,
to your primary building's Principal or your Department Supervisor.
Please save all other pages for your future reference.

COMPUTER TECHNOLOGY USE AGREEMENT

Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policies, guidelines and/or rules. In addition users shall have no expectation of privacy. The District makes no warranties of any kind, either expressed or implied and shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her family arising out of the use of its computer networks or the Internet under this policy.

In order to maintain and encourage appropriate and effective use of computer technology and connectivity, Mogadore Local Schools has defined a set of **Rules For Computer And Network Use** and an **Acceptable Use And Internet Safety Policy** (henceforth referred to as **Computer Rules** and **AUP** respectively). The AUP is part of a series of Board of Education Policies and Guidelines This document contains only summaries of these regulations. For complete up-to-date Policies, Guidelines and Rules, please visit www.mogadore.net/aup

SCOPE OF COVERAGE FOR ALL TECHNOLOGY POLICIES

Policies, guidelines and rules refer to all computing/communication devices (including but not limited to computers, handhelds or PDAs, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.), technology infrastructure, associated peripheral devices and/or software:

1. Owned by, leased by and/or on loan to The Mogadore Local School District.
2. Owned by, leased by and/or on loan to NEOnet, the Information Technology Center (ITC), which provides Mogadore Local Schools with Internet connectivity and software services.
3. Owned by, leased by and/or on loan to any third party engaged in providing services for the District
4. Any computing or telecommunication devices owned by, in the possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

ACCEPTABLE USE POLICY (AUP)

(A summary, for detailed RULES visit-- www.mogadore.net/aup)

Educational Purposes Only. The district provides access to its computer resources and the Internet for educational purposes. If you have any doubt about whether a contemplated activity meets this educational purpose, please consult with your Building Principal and/or responsible staff member.

Unacceptable Uses of Computer Resources. Uses that are considered unacceptable include but are not limited to the following:

- Uses that violate any of the **Computer Rules** listed in the section above or violate civil or criminal law or encourage others to violate these laws.
- View, transmit or download pornographic, obscene, vulgar and/or indecent materials or offensive or harassing messages.
- Intrude into networks or computers of others
- Uses that violate Copyright laws.
- Uses that cause harm to others or damage to their property
- Uses that contribute to the violation of any other staff conduct code including but not limited to: cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
- Use of e-mail, production of electronic or printed materials and/or production of web page content that involves any actions that would violate district policies or be considered criminal in nature
- "Hacking" and Other Illegal Activities including but not limited to: Use of the school's computer resources to attempt to gain unauthorized access to restricted files, other computers or computer systems. To upload any harmful form of programming, attempt to bypass filters, install any type of proxy server, use aliasing/spoofing, peer-to-peer networking or remote-control software. Possession of and/or distribution of any software tools designed to facilitate any of the above actions will also be considered an offense.

INTERNET USAGE AND SAFETY

Individual Responsibility- Users are advised that use of any network may include the potential for accessing web sites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through prudent use of the Internet. If a staff member accidentally accesses one of these sites, they should immediately exit from that site.

Practice Personal Safety. Do not reveal personal information such as your full name, home address, phone or credit card numbers or other information to inappropriate sites or persons, which might allow a another person to harm you, your possessions, students, other staff members and/or their families. You are encouraged to visit sites that are designed to teach safe Internet use. Links are available at www.mogadore.net/safe

Confidentiality of Student Information. Personally identifiable student information or visual depictions may not be disclosed or used in any way on the Internet. A supervising teacher or administrator may authorize the release of such information, as defined by Ohio law, for specific internal administrative purposes, approved educational activities or criminal investigation. If there is any doubt, please do not release any information.

Active Restriction Measures. The District will either utilize filtering software or other approved technologies, in compliance with the Child Internet Protection Act of 2000, to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District also reserves the right to monitor a staff member's computer activities, to ensure that they are not accessing such depictions or other such materials. It is important to note that any filtering system is not 100% effective, thus all staff members should follow all district guidelines to avoid inappropriate web sites and provide sufficient monitoring to prevent their students from accessing inappropriate material.

Prohibited Uses of the Web Sites –

Under no circumstances are district web sites to be used for commercial purposes or advertising (unless such commercial use is explicitly allowed by the Board of Education or their designee.) Other prohibited uses include: political lobbying or to provide financial gain for any individual. Included under this prohibition, pages on these web sites may not contain:

1. Statements or other items that support or oppose a current candidate for public office, the investigation, prosecution or recall of a current public official or passage of a tax levy or bond issue
2. Direct links (links under district control) to a known web site or other Internet resource that may contain messages that are prohibited in # 1 above
3. Information that communicates support or opposition to any labor organization, its actions or beliefs
4. Suggest or propagates any form of discrimination or persecution of any person or group of people based on their political, religious, ethnic, sexual, other related circumstances, associations and/or beliefs
5. Compositions, descriptions or depictions of "hate" literature or art.

These rules apply to all web sites directly associated with Mogadore Local Schools (with either external and/or internal only Internet access) including the District's Main Web Site, Moodle (Mogoodle) Web Site and all Building, Department, Class, Student or Individual Web Sites maintained on or via district technology resources.

GENERAL RULES FOR COMPUTER AND NETWORK USE

(This a summary, for detailed RULES visit-- www.mogadore.net/aup)

- Do follow all rules in the "Acceptable Use and Internet Safety Policy" as detailed in the Board of Education Policies & Guidelines Manuals & the website www.mogadore.net/aup.
- Computer use is a privilege and breaking rules may result in disciplinary action.
- Do not remove or add any programs to our computers or change computer settings without proper authorization.
- Do not visit "bad" Internet sites. If you accidentally go to an inappropriate site immediately exit that site.
- Do not steal or share passwords.
- Do not use any "hacking" software or attempt to read files that are not yours
- Do not break any other district, building or classroom rules while using computers.

POLICY UPDATES

Due to the rapidly changing nature of technology, updates to this written policy will be posted electronically on the official site of the Mogadore Local School District (www.mogadore.net/aup) and these updates will supersede or amend any or all polices as stated within this printed document.