

Norton City Schools

Technology Acceptable Use Policy for Staff

Introduction

Technology can greatly enhance an instructional program, as well as provide efficiency for users. Norton City Schools provides staff with access to computer equipment, software, and network services to be used as tools to support learning, collaboration, educational research, and District operations. The use of this technology is a privilege.

It is the policy of Norton City Schools that technology resources be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the district. Users must acknowledge their understanding of the policy and guidelines as a condition of receiving network and internet access. In order for the School District to be able to make its computer network and internet access available, all staff members must take responsibility for the appropriate and lawful use of this access. Staff members must understand that one person's misuse of the network and Internet access may jeopardize the ability of all to enjoy such access.

Use of the District Network includes Internet access. Internet access is filtered throughout the District as required by the Federal Childhood Internet Protection Act. While content on the Internet is filtered and computer use is subject to supervision, it is possible that staff members might access inappropriate material either deliberately or by accident. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment. Staff members should immediately report any security problem or misuse of the Internet or equipment on the network to a supervisor, a building administrator, or the Director of Technology.

The District computer network is to be used in a responsible, efficient, ethical, and legal manner. In order for staff members to use the District computer network and the Internet, staff members must first read, understand, and sign the following Acceptable Use Policy. This is a one-year contract that must be renewed every school year. The School District reserves the right to refuse access to the computers and the Internet available on the District network.

Technology Resources

The computers, network, and technology systems of the District are intended for educational uses. Material created and/or stored on the system is not guaranteed to be private. Network administrators will review the network from time to time to ensure that the system is being properly used. For this reason, users should know that a third party might view their materials. All communications and information should be assumed to be property of the District.

Acceptable Uses of Technology Resources

- Norton City Schools is providing access to its computer network for only educational and school operational purposes. If you have any doubt about whether a contemplated activity is appropriate, you should consult with a supervisor, a building administrator or the Director of Technology.
- Staff members will respect the privacy of other staff members, which includes not accessing or altering the work of another staff member without permission.
- Staff members will respect the proper care and functions of the equipment and immediately report any hardware, software, security problem, or network abuse to a supervisor, a building administrator, the Director of Technology, and/or a union representative when appropriate.

Unacceptable Uses of Technology

- Using email to send jokes and other material that could be considered inappropriate, offensive or harassing.
- Use personal technology equipment or software on District network resources.
- Share a network account or password with another person or leave and open file unattended or unsupervised.
- Unauthorized use of someone else's account or attempt to access another user's files.
- Engage in actions detrimental to the operation of hardware, software, and/or the network.
- Create or change configurations on computers or the network (including backgrounds and screensavers) without permission of the technology department.
- Access or "hack" unauthorized hardware, software, or the network.
- Access inappropriate material or share information about inappropriate material with other staff or students.
- Use vulgar, derogatory, or obscene language, or language that may be hurtful to another person or that may constitute personal attacks or harassment of another person.
- Post private information about another person.
- Plagiarize or break copyright laws.
- Use District technology or network services for personal, entertainment, political, or commercial purposes.
- Waste resources, i.e., paper, ink, server space, network band, etc.
- Alter any program, hardware, or software.
- Abuse printers, printing, or other peripheral devices.
- Download, copy, or store software, shareware, or freeware.
- Engage in actions that cause damage, impair effective use, or defeat protective security software.
- Access personal email accounts (Yahoo, AOL, etc.), chat rooms or other means of electronic communication over the District network.
- Attempting to/or bypassing the filter. (proxy servers, etc.)

Consequences of Irresponsible Use

Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation. Consequences might include:

- Loss of technology privileges for a specific period of time or indefinitely.
- Disciplinary action
- Potential civil or criminal liability.

Warranties/Indemnification

The Norton City School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the Internet provided under this Policy. The Norton City School District will not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Norton City School District, its employees, and the NorthEast Ohio Network for Educational Technology (NEONET) harmless from any and all loss, costs, or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or another computer outside the School District's network.

Keep this copy of the policy

Norton City Schools
Staff Member Technology Acceptable Use Agreement

Staff Member

- I have read and understand the Norton City School's Technology Acceptable Use Agreement.
- I will make every effort to hold students accountable to the policy and to report violations to my supervisor, building administrator, or a member of the Technology Department.
- I understand and agree to abide by the Acceptable Use Agreement.
- I understand that my inappropriate use of technology resources can result in disciplinary action.

Staff Member's Signature: _____

Date: _____

Please print your first and last name: _____

Building: _____