

Tri-County Interlocal 607 Acceptable Use Policy for Staff

This policy is designed to comply fully with the federal Children's Internet Protection Act (CIPA) and to outline appropriate use of district technology. Staff members are to use the district technology hardware and software and the network systems in a responsible manner and will be held responsible for their actions. The regulations for the acceptable use of the internet shall conform to the districts *Software Policy*, *Copyright Policy*, and *Internet Use Policy* as printed in the Tri-County Technology Plan. The use of district technologies and network are to be limited to the educational purposes for which they were intended.

Commercial filtering software has been installed to comply with CIPA requirements to protect against internet access by both adults and minors to visual depictions that are obscene, child pornography, violent, or with respect to use of computers by minors, harmful to minors. The network system allows for monitoring of the online activities of students and adults. Monitoring of student technology activity by staff is expected. The district retains the full right to monitor and inspect all accounts, logs, e-mails, chat rooms, messaging, files, documents, etc. that are resident on or produced with district equipment or systems.

The district may restrict access to certain web sites, messaging, and subscription services. Requests for exceptions to this policy will be submitted in writing to the administration for review. Research by staff may require accessing sites which are not appropriate for students, for example; psychological and medical research. E-mail services may be restricted to protect against viruses and insure that system performance is not adversely affected. All intellectual property developed with or using district technologies and/or network systems are to be co-owned by the district.

Procedures for Use:

1. The Board of Education meeting approving this policy will serve as a public hearing.
2. All staff using district technology and network systems will sign this policy and issue a district account to access the network. The signed policy remains in effect until rescinded in writing or termination of employment.

Staff shall:

1. Comply with *Software*, *Copyright*, and *Internet Use* policies as printed in the Tri-County Technology Plan
2. Follow rules for time limits and printing
3. Use technology for educational purposes
4. Secure written permission from administration for any exceptions to this policy
5. Teach, monitor, and enforce the *Acceptable Use Policy* to Students
6. Report accidental access to inappropriate sites to technology staff

Staff shall not:

1. Use district technology for personal use, illegal activity, including copyright violations, hacking, threatening, terrorist acts, etc.
2. Disrupt equipment, system performance, filtering, or data of another user
3. Attempt to gain unauthorized access to resources or entities
4. Attempt to invade privacy of individuals, read email/files without permission
5. Use another persons account
6. Visit sites that are inappropriate
7. Use e-mail or messaging services not provided by the district.

Non-compliance could result in, but not limited to:

1. Restriction or loss of technology privileges
2. Disciplinary action and/or appropriate legal action
3. Loss of employment

Staff Signature: _____ Position: _____ Date: _____

User Name: _____ E-mail address: _____ Password: _____

Board of Education Approved: