

Form

TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR STAFF AND ADMINISTRATION MEMBERS

The Shore Regional High School District provides access for students and staff to state-of-the-art computer technology, electronic mail and the Internet. All users must share the responsibility for seeing that our technology facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines.

When using the network:

- A. I agree to use the network for only lawful and school district-related or school district-appropriate purposes.
- B. I agree not to use the network for illegal, inappropriate, discriminatory, hateful or obscene purposes, or in support of such activities.
- C. I will respect the integrity of the networks; I agree that the computer systems are set up by the system administrator and are not to be altered in any way.
- D. I will use computers in their present locations and will not relocate or add equipment to the system without the consent of the district technology manager.
- E. I will display appropriate conduct if I send email and I will respect the rights and privacy of others:
 - 1. Messages sent to anyone in the district will be signed with first and last name;
 - 2. Only appropriate language that is not abusive, discriminatory, hateful, profane, or offensive will be used for all email. I will not engage in activities which are prohibited under local, state or federal law.
- F. I will not use email in such a way that would disrupt the use of the network by other users or crash the system.
- G. I will respect the legal protection provided by copyright license to programs, books, data, articles, photography, artwork, etc.
- H. I understand that I have no expectation of privacy in the use of the network, electronic mail, or District computers. I agree that the board reserves the right to monitor every user's use of the system and such monitoring may lead to discovery that I violated this agreement and/or board policy 6142.10 Technology. All items contained in the network are subject to review. I acknowledge that the board will fully and completely cooperate with any local, state or federal agency that is investigating any activities arising from the use of the district's network. I know that any violation of this agreement or the board policy shall result in discipline or legal action being taken against me.
- I. I will adhere to printing, file saving and email distribution guidelines as directed by technology staff.
- J. I will protect any password I am assigned or select, not allowing others to use it, in order to maintain the security of the network. I will use only assigned user identification codes, not changing them without prior written notice and approval by the system administrator, and operate only within assigned network security levels.
- K. I will:

AUP AGREEMENT STAFF (form continued)

1. Respect the documents and files of others, not use another individual's account, nor use systems and/ or networks to attempt to gain unauthorized access or privilege;
2. Use the equipment with care, not engaging in wasteful, disruptive or destructive use of these finite resources, keeping the use area free of any items that could block the flow of ventilation air or cause spills of liquids on the technology equipment;
3. Be personally responsible for ensuring that any disk I use on the computer is virus free;
4. Use only properly licensed software which has been approved by District administration;
5. Report security problems on the network or Internet to a system administrator;
6. Not use the facilities and/or services for unauthorized commercial purposes, financial gain, fraud, to invade the privacy of other people, or for illegal activity including violation of copyright, trade secret or other agreements;
7. Seek to secure technology equipment when unattended, by locking workstations, logging off, and locking rooms when possible;
8. Promptly report to the Superintendent or other appropriate staff member any message received that is inappropriate, hateful, and discriminatory or otherwise makes me feel uncomfortable.

I understand that if I violate these guidelines, my computer and network privileges may be suspended, and other school discipline and/or appropriate legal action may be taken against me.

Signature: _____ Date: _____