

Your school name here

Internet Acceptable Use Policy for Staff

Overview

Access to the Internet and a number of on-line computer services are currently available at *your school here*). There is a wealth of information available through the Internet that can serve to enhance and augment the Core Knowledge curriculum. Staff can also access information on charter schools, research and help their students better understand the vastness of information available on the Internet. To this end, *Your school here* is providing access to staff members after each person has read, agreed to and signed this Acceptable Use Policy.

Any staff member wishing to use the Internet will first be trained by the technology instructor. The technology instructor may modify the training in accordance with the staff members experience with Internet use.

Privileges

Each staff member accessing the Internet will be trained on the proper uses of the Internet. Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges.

Specific Guidelines

1. Staff members must have a signed Acceptable Use Policy on file with the technology instructor prior to Internet access. The form shall be signed at the beginning of the school year in order to use the Internet that year.
2. No student is to be identified over the Internet by full name, photograph, etc. without specific written permission from the parent or legal guardian. Copies of any signed agreement shall be kept on file by the classroom teacher and technology instructor.
3. Use of the Internet to defame or demean any person is prohibited.
4. Network etiquette-Be polite. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not reveal your personal address or phone number or the personal addresses or phone numbers of others. Remember that illegal activities are strictly forbidden.
5. Users may not download, nor use, any documents or data that could knowingly cause damage to the school's computer system (ex: viruses).
6. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited on the network.
7. The illegal installation of copyrighted software for use on district computers is prohibited.
8. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
9. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
10. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
11. The *your school here* board and administrator reserve the right to access email accounts should they deem necessary.
12. Staff will not engage in any activity that requires an exchange of money, credit card numbers or where they enter into an area of service for which the school will be charged an additional fee. Purchases or sales of any kind are prohibited.
13. Data downloaded from the Internet must comply with copyright law.
14. *Your school here* shall be the final authority on use of the network.

Appropriate disciplinary action shall be taken against any staff member who willingly and knowingly violates the Internet Acceptable Use Policy.

Your school name here

Internet Acceptable Use Policy for Staff

Staff member: I have read the Internet Acceptable Use Policy for Staff and agree to abide by the provisions therein.

Staff member name (please print)

Signature

Date: _____