MILLVILLE PUBLIC SCHOOLS

ACCEPTABLE USE POLICIES
FOR DISTRICT TECHNOLOGY

FOR STAFF

LAST UPDATED: SEPTEMBER 2013

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ACCEPTABLE USE OF NETWORK TECHNOLOGY

- The District's local and wide area networks are intended only for educational purposes and for the business and administrative functions directly in support of the school district's operation..
- Network services and access to these services shall only be used by authorized persons. Where password-protected accounts are used, network users are personally responsible for all activity that occurs within their account.
- All users are expected to maintain privacy and confidentiality of district network accounts and passwords. Users are prohibited from sharing network accounts and passwords.
- Users are advised that computer systems are district property and may be inspected or monitored at any time consistent with district policies and federal laws.
- Users of the district network and computers and other hardware are expected to use the equipment with diligence and care. Any vandalism or malicious damaging of the equipment may result in the loss of network access, restricted use of district equipment, and restitution for the damaged equipment.

PERSONAL SAFETY VIOLATIONS

Users will

- Not post personal contact information about themselves or other people
- Not use district resources or personal resources while in school to send or receive sexually explicit messages

PROHIBITED ACTIVITIES

Users will not

- Transmit material that:
    - is threatening to the safety of another person
    - could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, disability, religion or political beliefs
- Vandalize district technology including hardware and software. Vandalism is defined as any malicious or intentional attempt to harm or destroy data of another user, the destruction of computer equipment or other property, or the theft or defacing of computer equipment. This also includes the intentional uploading or creation of computer viruses when using the Internet. Vandalism will result in cancellation of privileges and possible disciplinary or legal action.
- Transmit or view obscene or pornographic material, hate messages, and/or any unlawful material
- Use network resources to commit offense that include Cyber -Bullying
- Override or attempt to override any firewalls established on the networks.
- Use the network system for soliciting or distributing information with the intent to harass, intimidate, or bully which can be described as Cyber- Bullying
- Post chain letters or engage in “spamming” (that is sending an annoying or unnecessary message to multiple recipients)
- Use abusive, profane, obscene, harassing, racist or other inappropriate language
- Post information that, if acted upon, could cause damage or disruption in the normal operation of the school
- Engage in personal attacks, including prejudicial or discriminatory attacks

- Harass another person, harassment is persistently acting in a manner that distresses or annoys another person
- Knowingly or recklessly post false or defamatory information about a person or organization
- Take, post, or publish pictures or videos in classrooms, locker rooms, hallways, or other areas of the school of teachers or other students without the knowledge and consent of district staff and written approval from the parents of all students involved.
- Access blogs, wikis, social network sites, and news groups unless it is a teacher-created resource that is used for instructional purposes.

SECURITY

- Passwords must not be exchanged and other's passwords must not be used. The individual is responsible for the security of his/her own password.
- Attempts to log into any network system as any other user will result in cancellation of user privileges.
- Attempts to log in as a system administrator may result in the cancellation of user privileges.
- Use of another individual's password-protected account is prohibited.
- Trespassing, deleting, or changing another other students' folders, work, or files is prohibited and may result in cancellation of network access and privileges.
- Users' shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.

ELECTRONIC MESSAGES AND POSTINGS

Email is defined as point-to-point messages, posting to newsgroups and any electronic messaging involving computers or computer networks.

- Email is provided for the purpose of exchanging information consistent with the mission of the district.
- While engaged in activities on the district network users are prohibited from transmitting e-mail to others that includes material that is vulgar, rude, obscene, pornographic, inflammatory, threatening, harassing, disrespectful, or which uses sexually explicit language.
- Users are prohibited from posting chain letters or sending spam messages to users on the network or while using network resources.
- E-mail is subject to the New Jersey records law to the same extent as it would be on paper communication.
- Users will practice appropriate Internet etiquette when using electronic communication resources such as school email, blogs, and wikispaces.

User Responsibilities:

- Your district email account is for your use only and no one else should be using your personal account.
- Users may be held liable for deleting computer data that is subject to legal prosecution.

Millville Public Schools has the right to restrict or terminate anyone's network and Internet access at any time for any reason. Further, Millville Public Schools has the right to monitor network activity in any form following board policies and federal laws that is deemed necessary to maintain the integrity of the network.

Staff Technology Acceptable Use Policy

This Acceptable Use Policy is to be read by all Millville Public School staff. After reading this policy (Digital copy can be found on line under Staff Resources) all staff members will complete and return the sign off sheet to the main office.

The completion of this form indicates that you have read the policy and understand the same. It also indicates that you agree to abide by the terms and conditions of the policy.

Teacher/Staff Acceptable Use Policy

This form is to be completed by administrators, teachers, staff, substitutes, school councils, school volunteers, community members, and any person using Millville School District's technology and network resources after reviewing the district Acceptable Use Policy and all documents incorporated by reference. The completion of this form indicates that you have read the policy and understand the same. It also indicates that you agree to abide by the terms and conditions of the policy.

I understand and agree to accept and abide by the Technology Acceptable Use Policy. I also understand that if I fail to follow the policy, my access to the computer network, email services and the Internet, may be suspended. I may be subject to other discipline, and there may even be criminal consequences to my behavior depending upon the severity of my actions.

Last Name	
First Name	
Date	
School	