

**Stafford Public Schools
Acceptable Use Agreement
Internet and Network
Specific Terms and Conditions for Users**

(Faculty and Staff)

Please sign and return the last page of this agreement to the building principal/your supervisor.

The Stafford School District provides an array of technology resources for faculty and staff use to enhance the learning environment, facilitate resource sharing, and to promote communication. This agreement outlines appropriate use and prohibited activities when using technology resources. Every faculty and staff member is expected to follow all guidelines listed below, as well as those given verbally by your principal or supervisor, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, faculty and staff acknowledge the following rules and conditions:

Government Laws

I will use computers in conformity with laws of the United States and the State of Connecticut. Violations include, but are not limited to, the following:

Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyber bullying, cyber stalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.

Libel Laws - Publicly defaming people through the published material on the Internet, email, and social media.

Copyright Violations - Copying, selling, showing, changing or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using others’ words or ideas as your own). An employee shall not use the District’s logo or other copyrighted material of the District without express, written consent.

Netiquette and Appropriate Use Guidelines

Network Resources - The use of the network is a privilege, not a right, and may be revoked if abused. Faculty/staff are personally responsible for his/her actions when utilizing the school’s computer resources.

Privacy – Network storage areas are the property of the school District. The Network Administrator may review any storage area of the school network or email to maintain system integrity and to insure that faculty/staff are using the system responsibly. No one can claim a right to privacy or unrestricted speech in the use of the District’s systems.

Personal Use - Limited personal use is permitted as long as this does not increase the cost to the District or interfere with the operations of the network or with the performance of the employee's duties. Use of the District's digital resources at home can become a potential risk for viruses and spyware being introduced into the school network. Please use extreme caution when using district resources at home.

Copying/Downloading - Faculty/Staff are NOT permitted to download or install any software, shareware, or freeware onto the school's computers. Faculty/Staff are NOT permitted to intrude into other faculty/staff files.

Inappropriate Materials Or Language – Faculty/Staff are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate. Despite our best efforts and beyond the limits of filtering technology, you may run across areas of adult content and some material you might find objectionable for the educational setting. We ask that you report these websites to the technology department to include in the filtering process. Faculty or staff should not seek to access sites that are inappropriate for the public school environment. The use of District online systems for personal gain, political lobbying or any other purpose which is illegal or against District policy or contrary to the District's best interest is NOT permitted.

Electronic Mail – While electronic mail can be a valuable tool, it is impossible to guarantee that it will be private. Do not send messages that are abusive, threatening, harassing, obscene, sexually oriented, discriminatory, damaging, illegal, false, or contain profanity. Do not send chain letters, virus warnings, urban legends or other unsubstantiated scares. Use the forward button with care (copy/paste is preferred). Do not use the system for commercial purposes, financial gain, political lobbying or any illegal purposes. Faculty/Staff can be permitted to send messages pertaining to SCHOOL SPONSORED events, only after checking with appropriate District/campus technology personnel or your direct supervisor. Do not open attachments without first checking the validity of the attachment with the sender. If the sender is unknown, don't open the attachment.

Social Media Guidelines – Refer to Social Media Policy and corresponding Regulations (#4118.51/4218.51).

Faculty/Staff Understanding

- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others. I understand that my school network and email accounts are owned by the District and are not private. Stafford School District has the right to access my information at any time.
- I understand that only students with proper authorization should be allowed to access the network or Internet.
- I understand that all student use of the Internet is to be supervised.
- I will check that any personal storage devices used not contain malware or viruses and also check for inappropriate content before using it on school equipment.

- I will be polite and use appropriate language in my email messages, virtual learning environments, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language.
- I will use email and other means of digital communications responsibly. I will not use digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
- I understand that my online activities can reflect on the school district. I understand that what I do on social networking websites should not reflect negatively on my fellow teachers, staff, students, or on the school district. I understand that I will be held responsible for how I represent myself and my school, department or district on the Internet.
- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content in someone else's name.
- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Stafford Public School's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify the technology department immediately if by accident I encounter materials which violate appropriate use.
- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users. This includes intentionally wasting resources, downloading music or videos for personal use, playing online games, creating or printing inappropriate materials, printing excessive quantities, tampering with computer parts, erasing programs or others' files, introducing viruses, hacking, attempting to gain unauthorized access and modifying settings without permission.
- I will refrain from attempting to bypass or circumvent security settings or Internet filters, or interfering with the operation of the network by installing illegal software, web-based services and/or software not approved by the Stafford Technology Department.
- I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
- I will refrain from the use of or access of files, software, or other resources owned by others. I will use only those school network folders that are designated for my use or for the purpose designated by my principal/supervisor.
- I will follow all guidelines set forth by the District when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).

- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to attend staff development related to Internet safety.
- I will ask for permission before connecting my own devices to the school's network unless it is on the district's approved list
- I understand that the school district is not responsible for any personal devices I may bring to school and I am solely responsible for my personal devices including equipment that is lost, stolen, or damaged.
- I also understand that district/campus technology personnel are not allowed to work on personal electronic devices.
- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

ALL FACULTY/STAFF ARE REQUIRED TO SIGN AND RETURN THE APPLICATION FOR NETWORK ACCESS BEFORE THE USE OF ANY TECHNOLOGY EQUIPMENT (PERSONAL OR DISTRICT-OWNED) IS ALLOWED AT STAFFORD PUBLIC SCHOOLS.

Faculty/Staff Agreement:

As a user of the school's technology resources, I understand and agree to comply with the specific terms and conditions for users as outlined in this Acceptable Use Agreement for Faculty/Staff. I also understand that I am responsible for reading and following all of the Stafford Public Schools Policies, Regulations and Forms Governing the Use of Technology.

I understand the conditions for use of the network and Internet resources provided by the Stafford School District and that access to technology resources are provided for the purpose of promoting educational excellence in keeping with the academic goals of the District, and that faculty/staff use for any other purpose is inappropriate. I recognize it is impossible for the District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network.

Consequences for Violation Of This Agreement

I understand that I am responsible for any transactions that occur under my user ID or account. Should I commit a violation, I understand that consequences of my actions could include suspension of access to the system, loss of computer privileges or data and files, revocation of the computer system account, disciplinary action, and/or referral to law enforcement.

Faculty/Staff Name (print):

Faculty/Staff Signature:

_____ Date: _____

New Stafford Employee Password*:

*Your password must be a minimum of eight (8) characters and must be alphanumeric. Including special characters (such as \$, %, or *) is recommended.

An employee's user name will be the employee's last name and first initial, with letters added from the first name to make the user name unique (if necessary).

Please sign and return this page of this agreement to the building principal/your supervisor, as directed.