

NEWBURGH ENLARGED CITY SCHOOL DISTRICT
Acceptable Use Agreement for Staff Use
of Computers and Educational Technology

General Principles

The Newburgh Enlarged City School District considers computers to be a valuable tool for education and encourages the use of computer-related technology in school classrooms to further the educational goals of the District.

Through software applications, online databases, and electronic mail, computer use will significantly enhance educational experiences and provide statewide, national, and global communication opportunities for students and staff.

When a staff member in the Newburgh Enlarged City School District accesses computers, computer network, and educational technology owned or operated by the District, he or she assumes certain responsibilities and obligations. All access of this type is subject to school district policies and to local, state, and federal laws. The Newburgh Enlarged City School District expects that staff use of computers provided by this District will be ethical, for educational pursuits, and will reflect academic honesty. Staff must demonstrate respect for intellectual property, system security, and privacy.

Acceptable Use

As a staff member, you are expected to make appropriate use of computer resources provided by the school or the District. You must:

- use computer resources only for authorized purposes, following established procedures;
- be responsible for all activities on your assigned account;
- access only files and data which are your own, which are publicly available, or to which you have been given access;
- use only legal versions of copyrighted software which have been purchased by the District;
- be considerate in your use of shared resources;
- maintain the privacy of your own password.

Prohibited Use

Staff must not make inappropriate use of computer resources provided by the District or school. The following actions are considered inappropriate:

- using computers for personal entertainment and game-playing;
- using computers for personal communications (including e-mail) unrelated to school or District work;
- using another person's password or revealing personal password to another staff or student;
- using another person's files or data without permission;
- using computer programs to decode passwords or to access control information;
- attempting to circumvent or subvert system security measures;
- copying files, data, or programs from the Internet without permission;

- engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files, or disrupting service;
- changing screensavers, wallpapers, monitor calibration, or any computer settings;
- engaging in obscene, threatening, or harassing communication over district networks;
- vandalizing or modifying in any way hardware or software components;
- making or using copies of any software, storing such copies on district systems, or sending them over networks;
- engaging in any activity that does not comply with the general principles listed at the beginning of this document.

Internet Use

Internet access is provided with the understanding that the District cannot control the content available on the Internet. The vast majority of sites available can provide a wealth of useful information to staff. However, some sites may contain information that is inaccurate, offensive, defamatory, or otherwise inappropriate for staff. Staff should be aware that it is the responsibility of each staff member to monitor his/her own access and use sound judgment. The District will not be held responsible should staff members encounter offensive or inappropriate material on the Internet.

Materials on the Internet that are of educational value may be copied for research purposes only. Staff must cite all sources when completing papers and/or reports. Copyrighted materials may be used as per the "Fair Use" doctrine as it applies to staff. Staff should assume that, unless otherwise indicated, any material found on the Internet is copyrighted.

Staff work produced as part of school or District activities may be posted on the Newburgh Enlarged City School District's website. In this case, the staff member maintains no copyright to his or her work. In addition, the Newburgh Enlarged City School District reserves the right to modify any work prior to posting on the District's website. Only staff first names will be used when staff work is posted. Individual staff photographs will not be posted.

In all cases, the use of the Internet through school or District computer systems is limited to academic research in preparation for a specific course or assignment. Any use that does not comply with these guidelines is an infringement on the legitimate use by others, and is a violation of this agreement. Personal e-mail, chat, game-playing, and viewing of music videos, are examples of uses that are not acceptable.

Sanctions

The Newburgh Enlarged City School District considers any violation of these acceptable use principles to be a serious offense. The District reserves the rights to monitor, copy, examine, and delete any files or information on the network that may suggest that a staff member is using school or District computer systems inappropriately. Staff should have no expectation of privacy when using electronic means of communication or information storage. Violators are subject to disciplinary action by school officials, which may include suspension or revocation of computer access privileges.

The Building-Level Administrator or the District-Level Network Administrator may at any time suspend or revoke the computer use privileges for any actions in violation of the Guidelines above.

KEEP THIS DOCUMENT FOR YOUR RECORDS