

Staff Agreement for Internet and Computer Use

This acceptable use policy applies to all staff members for the use of the Internet, Email, local/wide area networks and technology equipment in the Coloma Community Schools. This policy applies both on-site and via remote connections on equipment supplied by the district.

- Staff members have access to the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
- Each staff member is responsible for all material they send using equipment supplied by the district.
- Any violations of the use of the Internet should be reported to the technology director and building principal.
- Staff members will accept the responsibility of keeping unlicensed copyrighted software of any kind from entering the local/wide area network or the Internet.
- Only technology director or his/her designees will
 - load programs onto computers owned by the district
 - move a computer that requires a change in connection to the network
- Staff members may not access pornographic material, inappropriate text files, or files dangerous to the integrity of the local/wide area network or the Internet.
- Staff members may send email to any member on the Internet. The staff member has the responsibility to report all violations of privacy. The staff member is responsible for making sure all email sent by him/her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local/wide area network or the Internet.
- The district acknowledges that, at times, it will be appropriate for staff members to use the Internet and email for personal reasons. It is expected that all personal use of these resources will take place outside of student instruction time.
- No computer or network games are to be played during the school day.
- Staff member accounts will be monitored periodically.
- Staff members who violate this policy may have their account privileges discontinued and may be subject to disciplinary action up to, and including, dismissal.

I agree to the conditions as set forth in the Acceptable Use Policy.

Signature _____

Date _____

Print Name _____