

Tea Area School District 41-5 Staff Network Acceptable Use Policy

Staff members using the school district's network are responsible for using this technology appropriately and in an ethical manner. Failure to do so may result in disciplinary actions if deemed necessary.

The use of technology must be in support of education and research. Therefore, computer and network resource use must be consistent with the academic goals of the district.

The staff member will be able to:

- Access the school's electronic equipment.
- Use the internet for educational purposes.
- Utilize the file server for data storage.
- Print in moderation for classroom use only.
- Use external storage devices if virus scanned prior to use.
- Access a personal K12 Email account and webpage provided by the state of South Dakota.
- Check out school equipment through the libraries or with prior Network Administrator approval.

The staff member will be prohibited from:

- Bypassing the internet filter to gain access to blocked websites unless temporarily granted access by the Network Administrator.
- Transmitting, receiving, viewing, or housing obscene materials.
- Allowing students to use their teacher workstation while teacher/staff is logged on to the computer.
- Allowing other individuals to use their username and password to access network resources.
- Utilizing school equipment for personal financial gain (selling on E-bay, stock brokering etc)
- Bringing programs or games from home or other sources.
- Installing non-approved or inappropriately licensed software on school computers.
- Using tools or programs capable of disrupting the network.
- Accessing real time audio or video streaming unless temporarily granted access from the Network Administrator.
- Vandalizing equipment or attempting malicious harm to destroy data.
- Downloading non-educational files from the internet.
- Using P2P (Peer to Peer) services.
- Chat or instant message services on school equipment.
- Housing MP3 files or executables on the server.
- Bringing outside electronic devices to access the school's network.
- Sending emails to all members of the K12 Data Center global address book.
- Using school computers to place phone calls.
- Printing materials for personal use on the school district printers.

The staff member's internet use can be tracked and is monitored on a regular basis. Files on any of the Tea Area School District computers or data servers are not private and therefore, subject to inspection.

Misconduct:

The building and/or network administrator are responsible for applying disciplinary actions when the Acceptable Use Policy has been violated.

If deemed necessary, law enforcement agencies will be involved.

STAFF NETWORK USER AGREEMENT

Access to network services is given to staff members who agree to act in a considerate and responsible manner.

Access to Tea Area School District computers is a privilege, not a right.

After reading the *Network Acceptable Use Policy*, please complete this form to indicate agreement with the terms and conditions outlined. The signature of the staff member is mandatory before access may be granted to the network. This document, which incorporates the Tea Area School District Network Acceptable Use Policy, reflects the entire agreement and understanding of all parties.

As a user of the Tea Area School District computer network, I have read and hereby agree to comply with the Tea Area School District Acceptable Use Policy.

Staff member name: (Please Print)_____

___Elementary ___Intermediate ___Middle/High School ___District

___Certified (teacher) ___Classified (hourly) ___Substitute _____other

Staff signature:_____ Date:_____

Please complete and return to your school secretary.