

# **Hartland Consolidated Schools**

## **Staff Acceptable Use Policy**

Hartland Consolidated Schools (HCS) offers staff access to a computer network for educational and instructional purposes. In addition, HCS offers staff access to the Internet. Internet access is intended to promote, enhance, and support educational goals and objectives. All staff must sign the Acceptable Use Policy. A copy of the signed AUP will be stored electronically on a server.

### **Internet Responsibilities**

With access to the Internet comes responsibility at any level. HCS has installed an Internet filtering application and Firewalls to help protect any district user from inappropriate material while they are accessing Internet resources at school. Filtering is effective but not perfect. Staff must be vigilant in monitoring student use of technology systems and prepared to enforce the guidelines found within this policy (AUP). It is the expectation that ALL staff monitor students who are using Internet resources.

HCS is held harmless and released from liability for ideas and concepts that students or staff gain by their use of the Internet.

### **District Network Services**

Each staff member is provided with a network account, which allows access to district network services. This access to network services is provided for those who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Network accounts provide for a limited amount of personal storage space on the HCS network for files related to the pursuit of education, which must be maintained by periodically clearing out older files.

Staff are required to keep passwords secure and private at all times. All users should be aware that Administration have the right to review files to maintain system integrity and to be sure that the system is being used according to the HCS district policy.

Hartland Schools employs an extensive back-up of data each night. Copies are stored both on-site and off-site for additional security. For details, see the Disaster Recovery Plan.

### **District Network Access Responsibilities**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will only use their personal user ID to log in to the HCS network. When signing the AUP users agree to comply with district rules and policies.

HCS makes no warranties of any kind, either expressed or implied, for the provided access. The staff, school and HCS are not responsible for any damages incurred, including, but not limited to, the loss of data stored on HCS resources, to personal property used to access HCS resources, or for the accuracy, nature or quality of information stored on HCS resources.

## **Restrictions**

The following activities are not permitted on the HCS electronic resources:

- Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material.
- Accessing, uploading, downloading, transmitting, displaying, or distributing unauthorized files or applications of any kind (including but not limited to games, and Internet Proxies).
- Transmitting obscene, abusive or sexually explicit language.
- Damaging or vandalizing computers, computer systems, computer networks or computer files.
- Debilitating, disabling or altering computers, systems or networks.
- Creating, downloading, or distributing computer viruses or malware.
- Violating copyright or otherwise using another person's intellectual property without his or her prior approval and/or proper citation.
- Using another person's account, password, folder, work or files.
- Intentionally wasting computer network or printer resources.
- Using the HCS network or equipment for commercial or political purposes.
- Using the HCS network or equipment for personal purposes in such a way as to violate any other aspect of the Acceptable Use Policy. Or using the HCS network or equipment for personal purposes in such a way that causes a disruption in the ability of the employee to carry out his/her assigned responsibilities.
- Violating local, state or federal statutes.

## **Consequences for Improper Use**

Inappropriate use of the HCS network will result in the restriction or suspension of the user's account. Violations of the AUP may lead to disciplinary and/or legal action, including but not limited to termination or criminal prosecution by government authorities.

## **User Agreement**

As a user of the Hartland Consolidated Schools computer network, I agree to comply with the Acceptable Use Policy (AUP). I will use the HCS network and the Internet in a constructive and appropriate manner. Should I commit any violation, my access privileges may be revoked, and disciplinary action will be taken.

**User (print):** \_\_\_\_\_

**User Signature:** \_\_\_\_\_

**Staff Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_