

# **St. Cloud Area School District 742**

## **Acceptable Use Guidelines**

### **for Staff Access to**

### **Technology and Networked**

### **Information Resources**

As part of District 742's strategic plan, this policy is designed to support a continuing commitment to provide a pleasant and professional work environment for all staff. Each school has a number of computer services available to support the staff and students in teaching, learning, and productivity. Included in these resources are Internet, E-mail, on-line databases, and other technology resources. The intent of the User Guideline Policy is to give an overview of user responsibility and acceptable/unacceptable use of these resources.

#### ***User Responsibility***

Professional responsibility to comply with all existing school board policies, such as Religious, Racial, and Sexual Harassment/Violence, etc.

Respect the privacy of other users, and not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users without permission.

Comply with legal protection provided by copyrights and licenses for programs, data, and documents.

Help maintain the security of the District technology resources by adhering to all security rules, including but not limited to, logging on and off when finished using the network and making backups.

Teachers are responsible for the supervision of students using the Internet and other technology resources.

#### ***Acceptable***

Usage consistent with the mission of the St. Cloud Area School District 742.

Usage that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.

Usage of District technology resources to communicate in a responsible, ethical, and legal manner.

#### ***Unacceptable***

Unauthorized or inappropriate access to the District's technology resources.

Activities that alter or interfere with the efficient operation of the District's technology resources.

Distribution or collection of obscene, abusive, or threatening material via telephone, video, electronic mail, Internet, or other means.

Use of technology resources for a commercial, political, or profit-making enterprise, except as specifically agreed to with the District.

## ***Network Etiquette (Netiquette)***

Be polite.

Use appropriate language.

Do not intentionally disrupt the network or other users.

Respect the privacy of student and staff network accounts.

Respect and follow the guidelines established at each site.

## ***General***

Any information used on ISD 742 computer equipment, whether storage or transmission, is considered the property of ISD 742.

Home usage of equipment is not permitted unless special arrangements have been made with building administration.

E-mail use for elementary students is restricted to usage through a staff member's account.

E-mail use for secondary students allowed through teacher permission and should be limited to instructional use.

After four months, accounts of staff members leaving the District will be cleared and they will be removed from the network.

Before loading software, staff must check with the media specialist or building technician.

Electronic resources are provided by ISD 742 for educational use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable; however, staff will be expected to demonstrate a sense of responsibility and not abuse this privilege.

In the case of receiving inappropriate material electronically, the user should make reasonable attempts to end future transmissions and notify building administrator.

Maintain software and technology parameters outlined by media staff.

Users are responsible for unauthorized financial obligations resulting from use of school district resources/accounts.

The school district may use technical means to limit network access. However, these limits are not fool proof.

All provisions of the acceptable use policy are subordinate to local, state and federal laws.

Detailed information regarding acceptable use of technology and networked information resources can be found in School Board Policy 524. Failure to adhere to this policy could result in disciplinary action.

I have read and understand the above information.

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Print Name

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Signed

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Date