

# POLICY

## BOARD OF EDUCATION MOUNT OLIVE TOWNSHIP

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EMPLOYEE ACCEPTABLE USE POLICY  
AND INTERNET SAFETY CONSENT FORM

### EMPLOYEE ACCEPTABLE USE POLICY AND INTERNET SAFETY CONSENT FORM

This form is to be completed after reviewing the District Acceptable Use of Computer Technologies, Network Services, and Internet Resources. The completion of this form indicates that you have read the policy and understand same. It also indicates that you agree to abide by the terms and conditions of the policy. This form must be signed by you before you will be permitted access to the district network or computer system.

The acceptable uses and unacceptable uses are summarized on this form. You are required to comply with all terms and conditions of the ACCEPTABLE USE POLICY even if not specifically stated on this form.

For purposes of this document, technology means the use of computers and computer peripherals, communications networks, access to databases and libraries of information, the integration of audio, video, multimedia devices and media, and internet access for purposes of teaching, learning and administration.

### PURPOSE OF THE INTERNET AND SCHOOL POLICY

The Internet is a vehicle through which teachers provide their students with diverse and otherwise unobtainable educational resources that support and enrich the curriculum. The Internet is a 21<sup>st</sup> century research tool that is foundational to students' learning.

### EXPECTATION OF PRIVACY

Employees should have no expectation of privacy when using district computers or network services. The network administrator will be responsible for monitoring district technology use in any form necessary to maintain the integrity of district networks and insure its appropriate use. The network administrator has access to all files including email, staff folders, and system activity records. Employees are responsible for safeguarding their own passwords and accounts and will be held accountable for the consequences of intentional or negligent disclosure of this information.



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### ACCEPTABLE USES

1. I will use district technology for valid educational purposes. Valid educational purposes are defined as having a direct or an indirect relationship to the approved school curriculum and educational program.
2. I will use my own username and password to access and work on the district network. I am responsible for any and all activity initiated with my username and password.
3. I will keep my password confidential. If I feel that my password has been compromised, I will notify my building principal or the network administrator immediately.
4. I will log off my user account when work is completed. Failure to log off may result in an unauthorized use of my user account.
5. I will promptly disclose to the building principal any message received that is inappropriate or causes me to feel uncomfortable.
6. I will adhere to all copyright laws, as well as local, state or federal laws that may apply to any software materials. I will be held personally liable for any actions that violate these laws.

### UNACCEPTABLE USES

1. I will not intentionally cause or attempt to cause damage to any school equipment including hardware or software. Repairs for misuse will be charged to the user.
2. I will not install, remove, or exchange any hardware or software component from any district network resource.
3. I will not install, copy, or knowingly infect a computer system with a virus.
4. I will not delete, rename, move, copy or change any files or their properties, other than those files I have created or to which I am assigned.



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5. I will not use the school district network/technology to access, review, upload, download, store, post, or distribute materials that use language or images that advocate violence, pornography or discrimination or that may constitute harassment, intimidation and bullying.
6. I will not use district technology for commercial purposes, financial gain, or fraud. Additionally, I will not use district-provided technologies for sexual harassment and other forms of discriminatory harassment as stated in school and district policies.

Remember, the use of technology, including the Internet, is a privilege - not a right. Your use of equipment is expected to be related to the district goals of educating students and/or conducting district business.

I have read and reviewed the terms and conditions for the Mount Olive Township Public Schools Acceptable Use of Computer Technologies, Network Services, and Internet Resources and the Employee Acceptable Use Policy and Internet Safety Consent Form. I understand that any violations of the law or Board of Education Policy may result in disciplinary action. Additional consequences may include revocation of my user account, the requirement I pay for any charges or costs I cause or incur, and/or appropriate legal action against me. I understand that this policy remains in effect as long as I am an employee in the Mount Olive Township School District.

Employee Name (Please Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_ Building \_\_\_\_\_



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