

# STAFF AUP

## ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES ATTACHMENT FERNDALE AREA SCHOOL DISTRICT Acknowledgement/Signature Pages

Staff members are responsible for using the FASD network for educational activities and for instructing students in proper use.

1. All FASD staff members are responsible to model good and acceptable network and Internet use. This includes observing copyright laws and 'netiquette'.
2. Teachers are responsible for instruction regarding proper use before any student is allowed on the network and gains access to the Internet. Any Internet use during student contact time should be related to class learning objectives. This includes study hall monitor time, ISS, tutoring, homeroom and student contact before and after school.
3. Teachers are expected to prepare lessons before having students use the Internet. This includes instruction in what is expected and appropriate. Most importantly it requires pre-researching the Internet sites that will be used as instructional resources. Having a substitute use computers during a lesson is not recommended.
4. Teachers are expected to enforce all the rules for use and report any inappropriate use or violations immediately for discipline. Remember that the first verbal warning must be documented.
5. Teachers are responsible for monitoring student activity on the school network. It is your responsibility to check that all students have permission to access the network and the Internet prior to use. Enforcement of this is extremely important.
6. Teachers are expected to monitor student use of district-issued technology. Misuse of the technology or district resources through use of the technology must be reported/addressed immediately.
7. If a student loses Internet or network privileges, it is the administrations' responsibility to notify the staff immediately so alternate resources can be given to complete any assignment.
8. Certain staff, administrators and IT personnel have access to the student folders. These folders will be monitored on a regular basis for inappropriate materials. However, if you believe there is something questionable in a folder, please report it to the appropriate administrator.
9. Key Fobs: Staff issued key fobs to use for school entry will have a unique fob number assigned to them. Staff will not share their fob with anyone. Lost fobs will be reported immediately to the building principal so they may be deactivated. Lost fobs will be replaced at a cost of \$3.00 to the staff member.
10. Email Accounts: Staff will be assigned individual email accounts. Email accounts are to be used only by the owner unless written permission is obtained from the owner of the account. Impersonation and anonymity is not allowed. Electronic mail is not guaranteed to be private; system operators have access to all mail. Email accounts, including free accounts and those provided by outside vendors, i.e. Hot Mail and Excite Mail, may be monitored if the account is accessed through the school network. Upon leaving the school system, the employee account will be terminated.
11. The computers and electronic communications systems will not be used for commercial purposes or financial gain. No solicitations on behalf of groups, organizations, etc. that are not related to the district will be permitted.
12. Staff will not communicate with students via text, email, phone, or social networking. Exceptions are district-issued email, accounts/methods with the approval of the building principal.
13. Staff will not send, publish, download, access, or retrieve any communication or material which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethically offensive, harassing, or illegal, or anything which violates or infringes on the rights of any person.
14. Staff will not access, attempt to access, modify, or delete any record or file without permission or authorization. All computers and electronic communications systems and all information transmitted by and received from or stored on any district electronic systems are the property of the school district and there is no expectation of privacy in connection with the use of such computers and electronic systems. Report access to inappropriate sites to the District Information Technology Director. Report suspicious email received to the District Information Technology Director.

Teacher MacBooks are provided for use both on and off the school grounds in order to enhance, enrich and facilitate learning and teaching. They are to be used for school-related business, curriculum enhancement, communications and other instructional purposes. They remain the legal property of FASD.

Staff with computer access must have a signed AUP on file. Student teachers and substitute teachers who use computers within the district must also have a signed AUP on file.

Only legally licensed software/apps shall be installed onto district computers.

I understand and agree to abide by the AUP. I also understand that my inappropriate use of technology resources can result in disciplinary action.

\_\_\_\_\_  
Last Name (Printed)

\_\_\_\_\_  
First Name (Printed)

Circle one: HS      ELEM      ADMIN  
STUDENT TEACHER      SUB

Signature \_\_\_\_\_

Date \_\_\_\_\_