



**BEREA CITY SCHOOL DISTRICT COMPUTER/ON-LINE SERVICES REGULATIONS**

**ACCEPTABLE USES OF COMPUTERS AND ON-LINE SERVICES – Certified and Classified Employees**

Berea City School District staff members may only use district computers, networks, and on-line services for the following acceptable uses:

- Learning activities in support of Board instructional objectives; Research supporting educational programs sponsored by the Board;
- Communications between faculty, staff, students and others outside the Berea City School District containing messages or information, the content of which is not in conflict with this policy and district regulations; and
- Communications between departments and/or individuals as necessary for the administrative functions of the district.

**UNACCEPTABLE USES OF COMPUTERS AND ON-LINE SERVICES**

Staff members may not use district computers, networks, and on-line services for unacceptable uses, specifically including, but not limited to, the following:

1. Damaging or altering the operation of the district’s computer network services, or interfering with any other registered users’ ability to use district computer network services.
2. Accessing, creating, printing or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation or inconsistent with any other Board Policy.
3. Infringing on the rights or liberties of others; using profanity or harassing language as a method to offend or insult others.
4. Illegal or criminal use of any kind.
5. Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner.
6. Installing or maintaining any hardware or executable software not owned or licensed by the Berea Board of Education.
7. Installing workstation software or modifying network configurations, servers, or electronics without consultation and assistance from a network administrator.
8. Conducting commercial, profit-motivated, or partisan political activities not related to Board programs.
9. Attempting to read, delete, copy, modify, or forge information contained in the files of other users.
10. Promoting the use of drugs, alcohol, or tobacco or unethical practices that violate law or Board policy.
11. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.
12. Granting access to district computers, networks, and on-line services to individuals not authorized by the Board, either by intentional conduct such as disclosing passwords, or by unintentional conduct such as failing to log off.
13. Depleting consumable resources, such as ink, toner, paper, and other supplies through any activity not related to Board supported programs.

**BEREA CITY SCHOOL DISTRICT COMPUTER NETWORK SERVICES  
Staff User Agreement**

Name of Employee \_\_\_\_\_

School(s) Assigned \_\_\_\_\_

As a user of the Berea City School District computers, networks, and on-line services, I will comply with Board of Education Policy 7540.04 and its associated administrative guidelines. I understand that school officials may take disciplinary action for intentional or repeated violations of this policy.

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Staff Member Signature