

## **SCHOOL DISTRICT INTERNET ACCESS FOR STAFF/VOLUNTEERS**

The Governor Wentworth Regional School District is pleased to provide network access for all employees. For employees, volunteers, and other authorized users, access is provided with the intention of supporting students who are working toward the academic goals of the District.

Every staff member, volunteer, and authorized user associated with the Governor Wentworth Regional School District will be required to sign the acceptable use agreement on an annual basis to be granted access to the network.

The Acceptable Use Agreement (AUA) is reviewed annually and updated as needed. Failure to adhere to the requirements of this AUA can result in loss of network privileges and/or disciplinary action(s).

### PURPOSE

The purpose of this agreement is to serve as a statement on the proper and acceptable use of various aspects of the district's computer network, including but not limited to the Internet connection(s) and other resources provided. Users are responsible for ensuring that their activities adhere to generally acceptable educational and workplace standards.

It is the purpose of the network to enhance established school curricula. While there will be some need to instruct learners in the skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, enriching, and supporting teaching and learning in the Governor Wentworth Regional School District.

### PRIVILEGE

The use of the computer network is a privilege and not a right. Inappropriate use will result in restrictions or cancellation of access privileges. The Governor Wentworth Regional School District Computer Network shall consist of the following (but is not limited to): computing devices, firewalls, internet filters, servers, printers, scanners, routers, switches, cabling connections within buildings, and any device that may be connected to this network.

Personal devices, excluding cell phones, are not allowed on the district network. A special guest network has been set up for guest speakers/contractors **or for other authorized devices as determined by the IT Director**. Specifically, the guidelines outlined in this agreement also apply to any privately owned devices used by guests in school buildings during the school day, and/or at all times in the course of their work.

The Governor Wentworth Regional School District may review files and communications to maintain system integrity and ensure that users will be using the system responsibly. Users should not expect that files stored, or communications sent or received on district servers and within their Google account would always be private. The Governor Wentworth Regional School District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, or access any activity on this network.

The Governor Wentworth Regional School District Google, network, and cloud accounts will be immediately disabled for inactive students, staff, volunteers and other authorized users.

### EXPECTATIONS

All the Governor Wentworth Regional School District technology users are expected to:

- Assume full liability - legal, financial, or otherwise - for their actions when using the Governor Wentworth Regional School District computer network.
- Be fully responsible for the use of their account to view, create, transfer, or store materials. Any inappropriate activities carried out will be the actions of the account holder. Therefore, passwords must not be shared or transferred.
- Notify a parent/guardian and a teacher (if appropriate) immediately if any individual is trying to contact a student for illicit or suspicious activities. Staff members and volunteers should notify their building administrator with any suspected illicit or suspicious activities. Users should not reveal their personal home address, home telephone number, or telephone numbers of any other individuals. E-mail messages are not private.
- Demonstrate professionalism and personal integrity in all aspects of technology and/or computer use.
- It is the responsibility of all staff members to maintain student privacy at all times. Accounts are issued to individual staff members, and access cannot be shared with others (examples include, but are not limited to, substitutes, volunteers, presenters, and other staff members substituting for the staff member).

### GOOGLE APPS FOR EDUCATION (G SUITE)

Google accounts are provided to users; these include access to Google Apps for Education (i.e., Google Classroom, email, and web pages). Employees have access to email, drive, sites, calendars, classrooms, contacts, etc. for the sole use of supporting the educational goals of the Governor Wentworth Regional School District and the students who attend the schools of the Governor Wentworth Regional School District. The purpose of Google Sites is to display school news, assignments, curriculum updates, or other related information for educational purposes. It is the responsibility of each staff member to monitor and update their pages, with special attention to monitoring all links.

### DATA AGENTS AND MANAGERS

Per the Governor Wentworth Regional School District Data Governance Manual, all District staff, volunteers, contractors, and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All District staff, volunteers, contractors, and agents who are granted access should be familiar with appendices F, J, and L of the Data Governance Manual. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies, and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

EMPLOYEES, VOLUNTEERS, AND OTHER AUTHORIZED USERS AUTHORIZATION

I certify that I have read and that I understand the Governor Wentworth Regional School District Acceptable Use Agreement and the additional information above. I agree to abide by all the terms and conditions stated within. I agree to report any misuses of the Governor Wentworth Regional School District computer network or Internet services to my building administrator and building technology specialist. I will use the Governor Wentworth Regional School District computer network, and Internet services entirely at my own risk and I hereby release the Governor Wentworth Regional School District, and agree to indemnify the Governor Wentworth Regional School District and hold the Governor Wentworth Regional School District, and its agents, officers, and employees harmless from any claims arising from my use of the Governor Wentworth Regional School District computer network and Internet services.

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Staff/Volunteer Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Legal References:**

*RSA 194:3-d, School District Computer Networks*

**References:**

*NH Data Privacy Agreement, 2018*

Adopted: 9/12/2022

Revised: 03/13/2023

Reaffirmed: **5/04/2026**