

# Computer Acceptable Use Policy for Faculty and Staff

## A. Accounts

1. Students, Faculty and Staff will have a personal account to access our networked computer system, including the Internet (and email for faculty/staff only).
2. Access to your account will be through an **individually assigned user name and password**. New student user accounts will be created at the beginning of each school year.
3. **Internet access is filtered** through the Websense server here at Whiteface. All Internet calls from each and every computer in our system are routed through that server. If a computer does not send the page request to the filtering server, then our router will NOT pass the request. The local computer will appear to 'freeze' until the browser times-out trying to complete the search.

## B. Acceptable Use

Computers in education have grown to be an indispensable tool in the classroom. But to maintain the availability of this tool at a very high level, it is imperative that proper supervision be exercised at all times.

1. Computer use must be in support of education and research consistent with district policy.
2. Computer use for commercial purposes is not acceptable.
3. Learn to properly credit any Internet sources just as you would conventional texts.
4. It is unacceptable to waste school resources through improper use of the system (excessive printing of personal work or modifying a computer's settings, causing it to become unavailable to other users are two examples).
5. A limited amount of personal use of the computer and Internet access is acceptable. The definition of 'limited' is left up to the discretion of the principal in charge of each campus and to the superintendent. Abuse may result in loss of access and other disciplinary action.

6. Disks (floppy, zip or CD-ROM) provided by students wanting to bring in outside data or to take data from our computer system are not allowed, because of potential virus problems.
7. No students or other children are permitted to work on computers unsupervised, at any time.
8. If any faculty member is at school after hours, with their children, they should never be allowed to 'play' on the computers in another teacher's classroom or in the labs, without that teacher's specific permission on that specific occasion.
9. Unauthorized use of copyrighted software, or other copyright protected material found on the Internet, is prohibited, without the written permission of the copyright holder.
10. No software may be loaded on any school computer without the knowledge and permission of the technology office. Not only are there potential software piracy issues, but also compatibility issues: some software just won't work well in our network environment and with the other software that we are running already.
11. DO NOT download or activate any email software or programs on one of the WCISD computers. (For example: AOL) Participation in any chat room or news group is generally prohibited. For classroom use, some news-groups may be permitted.
13. Maintain a backup copy of any stored files that you need to keep, if their loss would be costly in terms of your time. Each user has a personal folder, mapped by your logon script as Drive N:, stored on one of our servers. Files in this folder are backed up daily. USE IT!

## C. Privileges

1. Access to the school computers, to the Internet and to email are **not a right but a privilege**. If the user damages software or hardware, then the user will be assessed a damage fine.
2. **Unacceptable usage** will result in limited (up to and including no usage) access to the computer system and its resources.
3. **Training will be provided** for each individual needing to use our computer system and its resources, for those not enrolled in a computer class. Ask for assistance if you find yourself unfamiliar with the tools you need to use.

#### **D. Computer Etiquette**

1. Use the computer systems **properly and sensibly**: do not bang on the computers or keyboards.
2. **Be polite** to others whether they are physically beside you or using the computer on the other end of your network connection.
3. **Do not use** vulgar or obscene language, gestures, motions or symbols.
4. Use caution when revealing any name, address or phone number.
5. Electronic mail, local or Internet, is not secure; this means that it is not encoded and others may in fact be able to read it.
6. Do not intentionally disrupt the network or another person's access to the computer system.

#### **E. Security**

Each account is accessible through a user name and password to log on to the system. These two 'words' give the user certain access to computer devices throughout the system as well as access to the Internet and an email account.

1. Log-in to use a computer, and log-out when you complete your task on the computer.
2. Internet access must be through the proxy server running Websense for filtering. DO NOT attempt to by-pass the proxy server.
3. If you identify a security problem (virus, etc...), notify a teacher or the Technology Coordinator immediately. Your data and account access may be at risk.
4. Do not reveal your account password or allow another person to use your account. If you suspect that another person is using your account, then you should change your password immediately. Ask the Technology Office for assistance.
5. Attempts to log on as another user may result in the loss of your access, loss of your account, loss of computer privileges or other disciplinary action to be determined by the principal.
6. Users must notify the district system administrator of any change in account information except the changing of your password.

7. Under certain conditions, your old account may be deleted and a new account created. See the network administrator if you have a problem with your account.

#### **F. Penalties**

1. Any user violating these policies, applicable state and federal laws or posted classroom and district rules is subject to loss of computer and network privileges and any other District disciplinary actions, including criminal prosecution.
2. School and District administrators will make the final determination as to what constitutes unacceptable use. Their decision is final.

#### **G. Damage**

The Whiteface School District will not be responsible for any damages a user may suffer, including the loss of data, damaged diskettes and the accuracy of information obtained through this Internet connection.

(Please read, sign and turn in to the office)

**I understand that my computer use is not private and that the District will monitor my activity on the computer system.** I accept that staff may review files and communications to insure that users are using the system responsibly. I do not expect that files stored on servers, diskettes or local hard drives would always be private.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Name (Please **Print**) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(for new users!)

Username: \_\_\_\_\_ (normally: first initial + last name)

Initial Password: \_\_\_\_\_ (normally: **password**)

### **Training completed:**

- Introduction to Windows 98
- Introduction to Whiteface CISD Local Area Network
- Introduction to the Internet
- Introduction to Email and Outlook 2000
- "Copy Right and Wrong"