



Staff Acceptable Use Policy

1 Purpose

This policy defines the educational purpose of using computers in the Norton Public Schools.

2 Scope

This policy applies to all Norton Public Schools staff. Staff is defined as all employees including both instructional and non-instructional roles.

3 Background

Our system wide technology committee has established as a mission for the Norton Public Schools that:

The students of the Norton Public Schools will be prepared to use technology as an integral tool in their daily lives. In order to become functional members of a technological society, students must become lifelong learners and creative problem solvers. They will be assisted in acquiring these skills by a professional staff that is well prepared to model current technology in a dynamic learning environment.

Norton Public Schools fulfills its technology mission by offering a network between the schools and Internet access for staff and students. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

4 Responsibilities

It is the responsibility of Norton Public Schools employees to read and sign the enclosed policy.

It is the responsibility of the Norton Public Schools Principals, Directors, Supervisors and the Superintendent to ensure that all staff members assigned to their area of responsibility have read and signed the policy.

5 Policy

Staff Internet Access

- ❖ All staff will have access through their classroom, library, or computer lab to electronic mail and the World Wide Web.
- ❖ All staff will have an e-mail account.

Unacceptable Uses

The use of the NPS Network is provided to facilitate education. Inappropriate use will result in cancellation of privileges. Users should not expect privacy in the contents of personal files on the district system. Routine maintenance and monitoring of the NPS Network may lead to discovery that a staff member has violated this Policy, or the law. All e-mail is considered public record. The Superintendent of Schools, Supervisor of Technology or designee shall have the right to access e-mail. The following unacceptable uses include (but are not limited to):

- ❖ Illegal Activities
 - Transmission of copyright or trade information.
 - Transmission of obscene or threatening material.
 - Staff shall not attempt to gain unauthorized access to the NPS Network or to any other computer system through NPS Network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions constitute vandalism and are illegal, even if only for the purpose of "browsing."
 - Staff shall not use the NPS Network for commercial or personal purposes, which includes offering, providing, or purchasing products or services.
 - Staff will not use proxy servers to access restricted web sites.
 - Staff will not use their Norton Public Schools email account for their personal email.
- ❖ System Security
 - Staff is responsible for their individual file account and should take all reasonable precaution to prevent others from accessing their files. Under no conditions should staff provide their password to another person.
 - Staff shall not download or transfer files without proper software license.
 - Staff shall not make deliberate attempts to disrupt any computer systems or networks, nor destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - Never leave a computer logged in and unattended.

Passwords will require a forced change every 6 mos. Staff can change their password at any time.

Norton Public Schools

Staff Acceptable Use Policy Signature Page

I have read and understand the Norton Public Schools Acceptable Use Policy and agree to abide by these guidelines when I use the Norton Public Schools Network. Failure to follow this policy may result in disciplinary action.

Signature: _____

Date: _____

Print Name: _____

Edited: 6/1/2009