

STAFF USE OF INTERNET

The Internet is a vast collection of educational resources for staff and students and provides access to local, national and international sources of information and collaboration vital to intellectual inquiry. The Internet is considered an extension of school libraries and other media/resource centers with a goal of promoting resource sharing, research innovation, communication and opportunity for collaborative work.

The Board of Directors supports the use of the Internet by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

It is impossible to control all materials on a global network, and an industrious user may discover controversial information. The Board firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

The Board directs the Executive/Special Education Director to develop procedures for staff use of the Internet. Such procedures should address issues of privacy, ethical use of information, illegal and/or unauthorized uses of the networks and other conditions of usage.

Use of this education resource demands personal responsibility and an understanding of the acceptable use procedures for the Internet. Staff use of the Internet is a privilege, not a right. General rules for behavior and communications apply when using the Internet. Failure to follow the acceptable use procedures will result in the loss of the privilege to use this tool and may result in disciplinary action.

Adopted: March 28, 2001

LEGAL REF.: 47 U.S.C. 201 *et seq.* (Communications Decency Act of 1995)

Staff Use of Internet
(Acceptable Use Agreement)

In order to provide for the appropriate use of the Internet in keeping with the Board of Directors' policy, the following Acceptable Use Agreement has been developed. (A copy of this agreement will be distributed for signature before a staff member is issued an Internet account.)

Terms and Conditions

All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Agreement will result in revocation of access privileges.

1. Acceptable use: The use of your Internet account must be consistent with the educational objectives of the Santa Fe Trail BOCES. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:
 - a. copyrighted material
 - b. threatening or obscene material
 - c. material protected by trade secret

2. Privilege: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required.

3. No warranty: The Santa Fe Trail BOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Santa Fe Trail BOCES will not be responsible for any damages you suffer in using the Internet. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. Use of any information obtained via the Internet is at your own risk. The Santa Fe Trail BOCES specifically denies any responsibility for the accuracy or quality of information obtained through this service.

4. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet.

5. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Unauthorized costs: Without specific permission from the system administrator, staff members are prohibited from accessing fee services via the Internet. If such services are accessed, the staff member will be responsible for any fee or cost involved.

I understand and will abide by the above Agreement. I further understand that a violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriated legal action may be taken.

Employee's Signature

Date

Adopted: March 28, 2001

