

Meade School District 46-1  
Information Technology  
Acceptable Use Agreement  
Staff

## **INTRODUCTION**

Information Technology is provided for District staff and students and is intended to enhance the ability of the District to prepare its students for success today and tomorrow. The use of the network must adhere to responsible use that ensures the integrity of the system. If anyone should abuse this privilege, his or her Information Technology access may be revoked.

The use of the District Information Technology by staff and students is covered by applicable school board policies as well as state and federal laws requiring users to act appropriately. Information Technology includes access to many digital resources. The District implements the South Dakota Digital Dakota Network's K-12 Cyber Security Project firewall that helps screen inappropriate digital content. The internet changes daily, and although the District will take precautions in regards to the content available, the District is not liable for access to objectionable content nor does the District endorse all available internet content.

The District will comply with the Children's Internet Protection Act (CIPA) that states that the District will educate students about appropriate and safe online behavior, including interacting with other individuals on social networking websites and in chat rooms. Cyber bullying awareness will also be shared with students. If internet expression creates substantial disruption at school, offenders may be subject to disciplinary action and/or legal action. This could include a disruption created on personal networks and devices away from school that cause a substantial disruption at school.

Any communications, files, etc. created using the District Information Technology resources may be accessed by the District and are not considered private. The District maintains the rights to access, inspect, investigate and monitor all use of the District Information Technology resources without notice to or consent from the user. All such files, communications, or information can be reviewed by the District for any purpose and at any time, and may be subject to monitoring, review, and disclosure pursuant to civil and criminal matters, investigatory purposes or any other lawful reason.

## **EXPECTATIONS**

All staff and students are expected to follow the acceptable use guidelines of the District Information Technology. These include, but are not limited to the following:

- **All computer/ipad accessories (Remote, Dongle, HDMI Cable, Stand etc...) will be accounted for at the end of each year when classroom inventory is done. (This will be signed off by the school Administrator.)**

- **All computer/ipad accessories will be returned to Meade School District upon retirement or when leaving the district.**
- **Lost/Stolen or damaged equipment and/or accessories will be the financial responsibility of the *employee* that it is assigned to.**
- Be safe when communicating to others on the internet by not sharing personal information that could put you or others in danger.
- Be polite when communicating or collaborating with others.
- Do not use any form of electronic communication to harass, frighten or bully others.
- Do not post pictures or videos of others on the internet without their permission.
- Use the Information Technology for school purposes; using the network to access inappropriate or bandwidth intensive content could cause loss of privileges.
- Do not tamper with the software or physically damage/deface equipment.
- Back up your work as digital files can become corrupt or be deleted.
- Keep passwords and login information confidential unless needed by District staff
- Do not use another individual's account.
- Do not make any attempt to find out the password of a service for which you have not been authorized, including accounts set up for others.
- Cite your electronic sources and avoid plagiarism (taking credit for others' ideas).
- Storing commercial software, utility programs, games or hidden files to your school account is not permitted.
- Transmission of any material in violation of any U.S. or state regulation is prohibited.
- This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.

## **CONSEQUENCES**

Misuse of any network resources may result in any or all of the following:

- Verbal warning
- Revocation of use of any of the network resources including internet access and related information technology
- Other action(s) deemed necessary by Administration

**Staff:** I have read and understand this Acceptable Use Agreement and will abide by its terms and conditions knowing that any violations could result in loss of privileges and possible school disciplinary action and/or initiation of legal action.

User's Name (Please Print) \_\_\_\_\_

User's Signature \_\_\_\_\_ Date \_\_\_\_\_