Reading Public Schools
Staff Computer/Network/Internet/Telephone User Agreement

Introduction

We are pleased to offer the staff of the Reading Public Schools access to the district computer network resources, electronic mail, telephone, voice mail and the Internet. These Acceptable Use Guidelines serve as a written agreement between the Reading Public Schools and its staff. It outlines the appropriate uses for technology, phone, email, internet, intranet and voice mail in the district as well as the consequences for failure to adhere to those guidelines. **Please note that this Acceptable Use Policy is also in effect for any staff member who brings their own device to connect to the district network.** To use these resources, all staff must sign this form and return it to their building principal. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Building Principal.

General Network and Technology Use

Technology in the Reading Public Schools will be used in collaboration with curriculum. Computers and other technology equipment are tools used to support the teaching and learning process. The network is provided to staff for educational purposes only that will enhance the teaching and learning process. Each staff member is expected to take individual responsibility for his or her appropriate use of the Internet and follow all conditions and rules of technology use as presented by the Reading Public Schools. Any violation of the conditions and rules may result in possible legal and/or disciplinary action.

Network storage areas may be treated like school lockers. Network administrators and administration may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should assume that files stored on the district servers will always be public and available for anyone.

User's Privileges and Responsibilities

Users of Reading Public Schools equipment may:
1. Use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.
2. Access information from outside resources which facilitate learning and enhance educational information exchange.
3. Access district networks and the Internet to retrieve information, facilitate learning and enhance educational information exchange.
4. Use their reading.k12.ma.us electronic mail in lieu of other personal email accounts and for purposes directly related to work-related activities.

Users are responsible for:
1. Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the educational mission of the Reading Public Schools.
2. Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
3. Keeping all inappropriate materials, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via the Internet.
4. Keeping hardware and software from being removed from school premises without prior consent.
5. Using only personal computers with the district network system that has been approved by the network manager.
5. Maintaining the integrity of the e-mail system and making only those e-mail contacts, which facilitate learning and enhance information exchange.
6. Keeping all food and drink away from computers, printers, etc.
7. Adhering to all copyright guidelines and avoiding plagiarism.
8. Adhering to the rules established for the use of hardware, software, labs, and networks in the school and through remote access.
9. Engaging in no harassment, bullying, hazing, or cyberbullying. The Reading Public Schools Bullying, Harassment and Discrimination Policy, which is distributed to all school employees, is applicable to Internet conduct.
10. The security of his/her own password.
11. Returning all Reading Public School owned hardware and software when their employment in the Reading Public Schools has ended.

Staff who bring their own personal technology device to school:
1. May only use their devices at schools that have an updated wireless network system. Currently, this is at Coolidge, Killam, Parker, and RMHS.
2. Devices are to be used for educational/teaching purposes only.
3. Staff devices will have to be checked and registered by IT Staff prior to being connected to the network. This may require the user giving IT Staff administrative access (i.e. passwords) to the device.
4. Only Internet access will be available for the device there will be no access to files, printers, or other network resources.
5. Because the network is the property of the Reading Public Schools, the use of the device is subject to the same Acceptable Use Policy and social networking guidelines.

6. The teacher is responsible for all use of the device on the network whether they are the actual user at the time of an incident or not.

Internet / World Wide Web / E-mail Access

Access to the Internet and district (reading.k12.ma.us) e-mail will enable staff to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Staff should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, Staff, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The activities listed below are not permitted:

- Using a code, accessing a file, or retrieving any stored communication unless they have been given authorization to do so
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, bullying, cyberbullying, insulting or attacking others. The Reading Public Schools Bullying, Harassment, and Discrimination Policy is applicable to internet use.
- Using social networking websites that do not support teaching and learning. Please refer to the Reading Public Schools Social Networking Guidelines which are attached to this AUP.
- Participating in any communications that facilitate any illegal activities or violate any other laws
- Transferring, copying, or downloading any non-educational material that does not support teaching and learning such as music or inappropriate images
- Damaging or modifying computers, computer systems or computer networks
- Removing hardware and/or software from school premises without prior consent
- Eating food and drink near computers
- Violating copyright laws and committing plagiarism
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Utilizing district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system
- Using non-Reading Public School email accounts for educational purposes or purposes related to their profession.
- Staff may only access their personal email accounts or private Facebook accounts using school district computer resources during non-teaching times.

Audit of Use

The Superintendent or designee shall establish a process to determine whether the district's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors.
2. Maintaining and securing a usage log.
3. Monitoring online activities.

Consequences

Failure to adhere to the technology conditions and rules of the Reading Public Schools will result in disciplinary action, which could include but not be limited to the following:

- Revocation of access to any Reading Public Schools computers in the building
- Revocation of network privileges and/or access
- Possible legal and/or disciplinary action

The ultimate consequences are at the discretion of the Superintendent of Schools.

Disclaimer

The Reading Public Schools make no warranties of any kind for the technology services provided. The school system will not be responsible for repair or replacement of equipment maliciously damaged by an individual. Protection of data is the responsibility of the user. The district will not be responsible for any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network.

Changes in the Acceptable Use Guidelines for Computer and Internet Use

The Reading Public Schools reserve the right to change these Guidelines at any time.

To use computers, networked resources or to bring in their own device, individual staff must sign this agreement below and return it to their building principal.

I understand that by signing this form that I acknowledge that I have read and will abide by the above Acceptable Use Guidelines.

User (print):_____ **School:**_____

Signature:_____ **Date:**_____