

## COMPUTER USE AND USER AGREEMENT FOR STAFF

The Internet is an international association of computer networks. Governments, schools, universities and industry are some of the diverse contributors to the Internet. Access to the Internet and e-mail will permit district staff a number of educational and research opportunities they would not otherwise have. Unfortunately, the Internet also contains content that many consider offensive. It is the belief of the Marion School District that the benefits outweigh negatives. It is also the belief of the district that the district should teach responsible use of the Internet as a necessary skill.

The district will issue computer accounts to all staff for computer and technology resources.

The district will also provide Internet access to its staff. However, there are limitations on how these resources may be used.

With this in mind, the district wishes to ensure that all users understand the following.

The following will apply to staff use of district technology resources including, but not limited to, Internet and e-mail.

- Staff should have no expectation of privacy of his/her communications, messages or files accessed on or through district provided computer resources. Network administrators can and will monitor all aspects of the system and if misuse of the computer resources is found, disciplinary action will be taken.
- All data contained within district systems is the property of the district.
- Staff should be aware of any policy changes or updates.
- Staff is responsible for understanding security guidelines and maintaining the security of the systems they are using. Therefore, each staff member is responsible for activity conducted under his/her username and password. Each staff member must use only his/her assigned username and password when using district resources. Under no circumstances should a staff member ever tell or give out his/her password or allow anyone else to use his/her account.
- Any attempt to circumvent system security, guess passwords or in any way gain unauthorized access to any computer network or the Internet is forbidden. Staff is to report any observed violations of or attempts to violate district security to a computer lab operator.
- Staff using district computer systems may not move, repair, reconfigure, modify or attach any external devices to the system or to an individual computer.
- First priority for computer use will be for classroom instruction. Recreational use will be limited. The district may impose time restrictions on use of the Internet to assure equity of use.
- Network administrators will filter content and may impose time restrictions on the use of Internet and e-mail.
- Chat lines are prohibited.
- Use of the Internet through the district network for commercial or financial gain is forbidden.
- No staff member will make rude or hostile reference to race, age, gender, sexual orientation, religious or political beliefs, national origin, health or disability of any individual or group. Abusive or profane language is prohibited.
- Copyrighted or licensed information will be used only with full legal right to do so.
- The district will review alleged violations of policy and procedures on a case-by-case basis. Violations of the policy will result in referral for disciplinary action as appropriate.
- Any unlawful or unauthorized access or use of any district resource may subject offenders to criminal prosecution under federal law or South Carolina state law.

By signing below, I agree to abide by the requirements set forth above for the types of access I have to district provided computer resources. I understand that any violation of this agreement may result in loss of computer access, disciplinary action or prosecution under federal and state laws.

\_\_\_\_\_  
Staff name  
(please print)

\_\_\_\_\_  
School

\_\_\_\_\_  
Staff signature

\_\_\_\_\_  
Date