

Print Name: _____

Williamstown Elementary Schools Policy # 7540.a

Internet Access, Email and Use of School Computer Equipment:

Staff Acceptable Use Policy

General Information:

Internet access and e-mail are now available to staff and teachers at the Williamstown Public Schools. The purpose of this policy is to assure appropriate access to the Internet and appropriate use of the school's computer equipment.

The Internet offers vast resources which, when used properly, can be of tremendous benefit to staff and teachers. The Internet, as you probably know, is the "electronic highway" that connects thousands of computers all over the world and millions of individuals. While much of the material is useful in schools, there is information and there are sites on the Internet that are not appropriate to access from school. Some of the material is not appropriate for children to access from any location.

The Williamstown Public Schools has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. We believe that the valuable information on this worldwide network outweighs the possibility that users may acquire material that is not consistent with the educational goals of the school.

1.0 Internet Access:

1.1: ACCEPTABLE USE – Teachers and staff should access the Internet primarily for professional purposes. Teachers and staff are bound by all state and federal laws as well as school policies and rules designed to promote ethical and responsible behavior.

1.2: UNACCEPTABLE USE - Teachers and staff may not intentionally view, download, print, publicize or send any obscene or harassing materials using school equipment. All communications are to conform to the school's policies against harassment and shall comply with the spirit of a safe school.

1.3: NETWORK SECURITY - Teachers and staff shall not interfere with the network or with computer performance by installing software, or by altering any system or server files or programs, and shall not attempt to circumvent security measures that have been installed on school computers.

1.4: FILE PRIVACY - The files kept on the school computers or servers are not private. The network administrator and school administrators reserve the right to inspect files to monitor appropriate use of the computers and network.

1.5: TEACHER/STAFF AGREEMENT – Teachers or staff using the school network and computer equipment agree to abide by any and all regulations as outlined in this document or any other regulations or policies that may be adopted by the school.

2.0: Computer Use:

2.1: Any intentional destruction or alteration of another person’s files shall be considered to be an act of vandalism. In addition, any alteration or destruction of any system file or system folder on the computer shall also be considered to be an act of vandalism. Teachers or staff members who engage in such vandalism will be subject to disciplinary measures and may be responsible for reimbursing the school for costs associated with restoring any corrupted computer files or systems.

2.2: Users are permitted to access only their individual files and the applications necessary for running those files. Users should not tell anyone else their password as this compromises the security of the entire school’s network. Teachers and staff may not open any file marked “Administrator Only” nor may teachers or staff attempt to bypass any password protection installed on the computer.

3.0: Misuse of School Computers or Internet Access:

3.1 Use of school computers and access to the Internet are privileges, not rights. Inappropriate use in violation of this agreement will result in the limitation, suspension or termination of a teacher or staff person’s access to school computers or an Internet connection.

I have read the policy and agree to the conditions.

Signed: _____

Date: _____