

Staff Technology Use Policy Acknowledgement

The use of technology must be in support of education and research. Therefore, computer and network resource use must be consistent with the academic goals of the district.

The staff member will be able to:

- Use the internet for educational purposes.
- Utilize the file server for data storage.
- Print in moderation for classroom use only.
- Access a personal K12 Email account and webpage provided by the state of South Dakota.

• **The staff member will be prohibited from:**

- Bypassing the internet filter to gain access to blocked websites unless temporarily granted access by the Network Administrator. This includes access by personal devices (cell phone, ipad etc)
- Transmitting, receiving, viewing, or housing obscene or controversial materials.
- Allowing students to use their teacher workstation while teacher/staff is logged on to the computer.
- Allowing other individuals to use their username and password to access network resources.
- Utilizing school equipment for personal financial gain (selling on E-bay, stock brokering etc)
- Bringing programs or games from home or other sources.
- Installing non-approved or inappropriately licensed software on school computers.
- Using tools or programs capable of disrupting the network.
- Accessing real time audio or video streaming unless temporarily granted access from the Network Administrator.
- Vandalizing equipment or attempting malicious harm to destroy data.
- Photograph and movie files will not be stored and/or backed up on our servers. These types of files will be deleted when detected.
- Printing materials for personal use on the school district printers.
- Assigning devices (laptops, labs, printers, or I.T. equipment) to other staff members and/or departments.

The staff member's internet and email use can be tracked and monitored.

Files on any of the Smee School District's computers or data servers are not private and therefore, subject to inspection.

The signature of the staff member is mandatory before access may be granted to the network. This document, which incorporates the Smee School District's Network Acceptable Use Policy, reflects the entire agreement and understanding of all parties. Any violation of the schools policy may result in disciplinary action up to and including termination of employment.

Staff Member's Name (please print):

Staff Member's Signature:

Date: _____