

CORNING-PAINTED POST AREA SCHOOL DISTRICT

STAFF GUIDELINES FOR ACCEPTABLE NETWORK/INTERNET USE

The Corning-Painted Post Area School District provides staff with access to various electronic resources through the District's Network and the Internet. Generally, the same standards of acceptable staff conduct that apply to any aspect of job performance shall apply to the use of the Network and Internet. All use of the Network, including independent use off school premises, is also subject to the following Staff Guidelines for Acceptable Use:

1. **You must sign an SCT BOCES Network Authorization form in order to receive a Network account.**
2. **Please be aware that computer resources (hardware, software, peripherals, network bandwidth, drive space, etc.) are limited.**
3. **You may not employ the Network for personal financial gain or commercial purposes.**
4. **You may not violate regulations prescribed by the network provider, SCT BOCES and the Corning-Painted Post School District.**
5. **You may not engage in practices that threaten the integrity of the Network (e.g. knowingly downloading files that contain a virus; tampering with Network software and/or infrastructure).**
6. **You may not write, use, send, download, copy, or display obscene, threatening, harassing, or otherwise offensive messages, pictures, or other files, including pornography.**
7. **You may not use the equipment or Network for any illegal activities, including the violation of copyright laws and software piracy.**
8. **Please be judicious about protecting the privacy of your password.**
9. **You may not trespass into anyone else's folders, documents, or files.**
10. **You may not disclose anyone else's personal information (e.g. home or E-mail address, phone number, or other confidential and/or contact information), including and especially that belonging to students, community members and families, or fellow employees.**
11. **You should also be aware that communication over a network is public by its very nature. Therefore, general rules and standards for professional behavior and communications will apply at all times.**

In an effort to maintain system integrity and to ensure responsible use by all, files and communications can and will be monitored. You should not expect under any circumstances that messages or files that **are created, modified, transmitted, received, saved, or stored** on District equipment are private.

Staff Member: *I have read these Staff Guidelines for Acceptable Network/Internet Use and agree to use the Network, Internet, and all associated equipment and information in a way that is consistent with these guidelines. I understand that failure to do so may result in the loss of my Network/Internet privileges and other disciplinary action as deemed appropriate by District officials and/or law enforcement agencies.*

Signature: _____

Printed Name: _____

Building: _____ **Date:** _____

7700/jas:aup

White: Office

Yellow: Staff Member