

Seneca R-7 School District Staff Technology Acceptable Use Policy

Sign and return this sheet to the Seneca R-7 School District Director of Technology. Once returned, District Technology Staff will activate your account. Summarily, the Acceptable Use Policy states:

- ❖ User will keep his account and password private and protected. Sharing user account and/or password with any other person is prohibited. In the event you do share your user account and/or password with another person, you will be solely responsible for the actions of the other person.
- ❖ User agrees to have password changed if there is reason to believe someone else has access to your password.
- ❖ User will not access social networking sites or utilize instant messaging systems without administrator approval.
- ❖ User will use only school-appropriate language, pictures, text and other data, as determined by district administration, on the District computer system or Internet.
- ❖ User will not purposely obtain create, view, download or otherwise gain access to objectionable materials (i.e. obscene, pornographic, gambling websites, or otherwise inappropriate for educational uses).
- ❖ User will not delete, examine, copy, or modify files and/or data belonging to other users without permission of the owner.
- ❖ User accepts the level of access provided and understands that attempting to increase the level of access to which the user is not authorized shall be regarded as a malicious act.
- ❖ User will not use the school resources to engage in hacking or attempts to otherwise compromise system security.
- ❖ User will not engage in any illegal activities on the Internet.
- ❖ User understands intentional attempts to crash, disrupt or alter the normal performance of network systems or programs are punishable disciplinary offenses.
- ❖ User realizes the Seneca R-7 School District reserves the right to any materials stored in files on the network and will edit or remove any material which the staff believes may be objectionable.
- ❖ User will not violate software copyright laws by 1) placing software (this includes downloading shareware games, demos, and/or mp3 music files from the Internet) on District computer systems for which the Seneca R-7 School district has not purchased the software license and 2) copying software from the District network for personal use that has been licensed to the Seneca R-7 School District.
- ❖ User will agree that the computer systems are set up by the Seneca R-7 School District Technology Department and are not to be altered in any way by any user.
- ❖ User will refrain from using the facilities and/or services for commercial purposes.
- ❖ Seneca R-7 School District staff will monitor students' use of the Internet, through either direct supervision or by monitoring Internet usage to ensure enforcement of the policy.
- ❖ Rules and regulations of system usage will be reviewed periodically by the Technology Department and users of the network are subject to these rules and regulations.
- ❖ User will not attempt to bypass the Internet Content Filter. Content is filtered in compliance with federal regulations.
- ❖ User will refrain from using personal email accounts for school related business.
- ❖ Forgery of email messages is prohibited and subject to penalty under law.
- ❖ Attempts to read, delete, copy or modify the email of other users is prohibited.
- ❖ User will not send harassing, obscene and or other threatening communications.
- ❖ Communication tied to the school district is not to be used for idled talk for the purpose of sending information contrary to the District's mission statement, vision and goals or statements which might damage one's character.

I have read the Seneca R-7 School District Acceptable Use Policy, understand and accept my responsibilities as a user of District computer equipment, and I am aware of the consequences that will result for not adhering to the policy.

<i>Printed Name of User:</i>	<i>Signature of User:</i>
<i>Date:</i>	<i>Building:</i>