

### **STAFF ACCEPTABLE USE OF TECHNOLOGY**

Employees will maintain high standards of ethical conduct while using the system. This means that employees are not to engage in any behavior that brings embarrassment, harm, or otherwise detracts from the good reputation of the Rutherford School District, its staff, and its students.

Examples of inappropriate behavior include, but are not limited to:

- abusive, obscene, or other objectionable language, graphics, or other media entered into external or internal parts of the computer system
- attempting to bypass the system's security measures
- damaging computers, computer systems or computer networks
- discussion of any school, staff, or student related activities on any public domain websites such as blogs, wikis, etc.
- distributing any commercial, political, or religious material
- employing the network for commercial purposes and personal or financial gains
- engaging in activities that cause disruption to the network or its system
- engaging in or promoting violence
- engaging in racial, gender, or other slurs
- engaging in unlawful activities on the system
- harassing, insulting or attacking others
- receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices
- sending or displaying hateful or pornographic messages or pictures
- using another person's account
- using obscene language or profanity
- using the district communications system to speak for or represent the district without prior approval
- using the network for personal activities while contractually obligated to perform other duties
- violating copyright laws
- willfully sending or receiving of unethical, illegal, immoral, inappropriate, or unacceptable information of any type

District employees should be aware that their personal files might be discoverable under state public record laws.

Use of the computer network may be revoked at any time for inappropriate use. The administrators, in conjunction with the Board of Education, will be the sole determiners of what

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constitutes inappropriate behavior. The Rutherford School District's building and district policies apply as related to computer network use.

Security on any computer system is a high priority, especially any system that has many users and/or Internet access. An employee shall not let others use his/her account or password as he/she is responsible for all actions related to his/her account. Employees must let a system administrator know immediately if their password is lost or stolen or if they think someone has access to their use. Unauthorized access to any other level of the system, or other system resource, is strictly prohibited. Users will make no attempt to bypass the district antivirus software and safeguards. When finished with a computer, the employee is expected to logout where appropriate.

All copyright laws must be observed. Employees are not allowed to install software onto the computers or the computer network without prior approval. Programs and/or data stored on local hard drives of classroom computers are subject to removal at any time without prior notice. The Rutherford School District shall not be held responsible for the security, integrity, or longevity of any employee's data and/or programs stored locally on classroom computers.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Any type of information stored on district computers becomes the property of the Rutherford School District, and as such the Rutherford School District can periodically review and monitor all computer files and data stored on district computers. The Rutherford School District can edit or remove any material, which the system administrators, in their sole discretion, believe to be inappropriate. Access to and review of computer files is not limited to probable cause. Privacy is neither implied nor granted, nor should it be expected.

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