

# PISCATAWAY TOWNSHIP SCHOOL DISTRICT

## Staff Technology Information (Internet/Intranet/Network)

Piscataway Township Schools has implemented the Internet/Intranet as an integral part of our district curriculum. Our school district is pleased to offer our Piscataway staff members access to the Internet/Intranet for curricular use and teacher productivity at our school sites. It is the staffs' responsibility to access and use information appropriately. Piscataway Township educators will provide instruction to the staff in the appropriate use of the Internet/Intranet.

### **What is possible?**

Access to the Internet/Intranet will enable the Piscataway staff to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet/Intranet users around the world. Access to and educational use of information available from the Internet/Intranet and other on-line communication sources are important in enhancing the quality of useful materials available to the staff. The staff should be aware that some materials accessible via the Internet/Intranet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Measures will be taken to help keep inappropriate material out of the school setting. There is no guarantee that users will not find a way to access inappropriate material or misuse their time on the Internet. However, we believe that access to the Internet/Intranet in the form of information resources and opportunities for collaboration exceed any disadvantage. Software controls will be in place to limit the staff access to certain Internet/Intranet resources.

### **What is expected?**

The Piscataway Staff members are responsible for appropriate use of the school districts' computers. Communications on the network are public in nature. General school rules for communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of computers is a privilege and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the schools' computer resources. The staff is advised never to access, keep, or send anything that they would not want others to see.

As a user of Piscataway Township Schools' technology facilities, I agree to the following rules and provisions:

1. I will not give my personal password to anyone and will take steps to prevent others from learning my password. If I become aware of attempts to violate or bypass security mechanisms, I will promptly report such attempts to the school district MIS department.
2. I will respect the privacy of information stored in the school districts computing facilities. I will not acquire, modify, or vandalize in anyway, information that belongs to another person nor will I attempt to access restricted portions of the network operating system.
3. I will only use the software, Internet/Intranet access and technology to which I have been granted express rights by the school administration.
4. I will not copy unauthorized software (illegal software, personal shareware, freeware, etc.) onto the local drive, floppy or the network drive.

5. I agree to abide by any patent, copyright, or license restrictions that may relate to the use of the technology, Internet/Intranet access, computing facilities, products, programs, or documentation. I agree not to copy, disclose, modify, or transfer any such materials that I did not create without the express consent of the original owner or copyright holder. I agree not to use the school districts' computing facilities to violate the conditions of any software license agreement, and any applicable local, state, or federal laws. When researching, I will cite the sources of information.
6. I agree to use the schools' computing, technology, and Internet/Intranet access facilities for the educational, professional, and administrative purposes for which they were intended. I agree not to use them for purposes such as but not limited to:
  - Employing the network for commercial purposes
  - Using obscene language
  - Harassing
  - Insulting or attacking others
  - Sending chain letters
7. I agree the school district is not responsible for financial obligation incurred from unauthorized use.
8. I understand that violation of any provision of these conditions will result in legal action including, but not limited to, the cost to correct the system, suspension, and / or removal from my job.
9. I will not reveal my own or any other user's personal information which includes, but is not limited to, address, phone number, or photo to anyone.
10. I will not view, send, receive, access, print, or display offensive or inappropriate materials, messages, sounds or pictures.
11. I agree to notify the school district MIS department immediately when encountering materials that violate the appropriate use agreement.
12. I will not engage anyone else to commit illegal activities.
13. I will not access unauthorized forums or "chat rooms"
14. These conditions remain valid as long as I make use of the school districts computing facilities, technology, Internet/Intranet access, and other services.

(THE ABOVE INFORMATION IS FOR YOUR REFERENCE – PLEASE KEEP IT IN A SAFE PLACE.)