**Technology Acceptable Use Policy**

Branch Line School provides access to technology resources including access to the Internet. These resources allow interaction internally within the district and externally to systems located all over the world. These resources have a limited educational purpose. The purpose of having technology is to provide access to electronic resources to promote and enhance student learning consistent with school educational goals and objectives. This acceptable use policy ensures that use of the network by students is done in an appropriate manner. Please know that ***all activity*** on the network is monitored and network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner.

Users are expected to:

* Use a computer or other technology resources only when educationally beneficial. In other words, use the Internet only for appropriate learning activities.
* Respect others while they are using the computer.
* Ask for help when you do not understand something about the computer.
* Respect the computer environment by not eating, drinking, using glue or using magnets around the computer.
* Respect the work of other authors. If you use their words, include their name.
* Keep your passwords private.
* Protect your identity when using e-mail or web pages by not including your full name, address, phone number or photograph.
* Use only school-approved e-mail systems for assignments, correspondences, etc.
* Use of personal email sites may be restricted at the school’s discretion.
* Report security risks or violations to a network administrator.

The following activities are specifically prohibited. Staff members may not:

* Illegally copy, send, or distribute any copyrighted software, work, or other material.
* Send, publish, download, access, or retrieve any communication or material that may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything that violates or infringes on the rights of any person.
* Use the network for any commercial purpose or financial gain.
* Access, attempt to access, modify, or delete any record or file without permission or authorization.
* Attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
* Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, commonly considered an annoyance to recipients or to degrade system performance.
* Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message “flames” or other attacks.
* Attempt to access material or sites, which are blocked by the School, or attempt to use the network while access privileges are suspended.

Violating or demonstrating the intent to violate any of the guidelines set forth in this acceptable use policy may lead to disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, Branch Line School may take one or more of the following disciplinary actions (possible consequences may be, but are not limited to, the following):

* Restriction or loss of use of technology resources and/or privileges
* Restitution
* Law enforcement notification / legal action

To access e-mail and/or the Internet at school, staff members must sign and return this form.

Use of the Internet is a privilege, not a right. The school's Internet connection is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege.

Branch Line School has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or otherwise harmful to minors. The school also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. School Leadership may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Staff members accessing the Internet through the school's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The school reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the school's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**PLEASE COMPLETE THE INFORMATION ON THE FOLLOWING PAGE**

Staff Member’s Full Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: BRANCH LINE SCHOOL

I have read and agree to abide by the Staff Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of Branch Line School's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Staff Member’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***School Leadership is responsible for determining what is considered unauthorized or inappropriate use. School Leadership may deny, revoke or suspend access to the Network/Internet to individuals who violate the school's Staff Member Network and Internet Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement and/or Board Policy.***