

# **Riverton USD 404**

## **Acceptable Use of Technology Policy for Staff**

It is the general policy of Riverton USD 404 that computer network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Riverton School District. While instructional technology provides us with wonderful teaching and learning tools, it also opens a new door of responsibility for staff members. The use of technology and the Internet should always reflect well on the ideals and standards set by this District.

Please understand the following guidelines:

- ◆ Computer and Internet use through Riverton School District is for educational use. Any use other than educational purposes should be done after duty hours. In addition, it cannot be used for commercial gain.
- ◆ All information created and/or accessed by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems.
- ◆ Employees are responsible for all computer activity performed under your individual user network logins. At no time, should an employee give out personal login information or allow another individual to work under their network login.
- ◆ Be polite and considerate of others. Never send messages that are offensive, derogatory or abusive.
- ◆ E-mail should be used appropriately. Any messages routed to entire faculty e-mail groups should be educationally related, with no personal messages of sales or fund-raising, etc. permitted.
- ◆ Use appropriate language. Always remember that your actions reflect Riverton School District and its ideals and standards.
- ◆ Respect the legal protection of copyrighted and licensed agreements of software programs and ideas found on the Internet. You can be prosecuted for illegal use of licensed or copyrighted material.
- ◆ Teachers are expected to respect and secure the privacy of their students when publishing information to the Internet. Parental consent should be obtained when publishing student pictures and/or names to your teacher web page.
- ◆ Access to pornographic or material deemed inappropriate is strictly forbidden, as is any attempt to bypass Internet filtering systems.
- ◆ Accept the responsibility of your student's technology-related activities and Internet access through close monitoring.

This policy will remain in effect as long as you are employee of Riverton USD 404. Failure to comply with the above guidelines may result in loss of Internet/e-mail access and possible corrective action up to and including possible termination.



I, \_\_\_\_\_ have read this policy and agree to adhere to the guidelines set forth for technology use by Riverton USD 404 School Board and Administration.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

Board Approved: November 8, 2007