TECHNOLOGY

STAFF ACCEPTABLE USE POLICY

The Technology Mission of the LABBB Collaborative is to ensure access to appropriate technology in our educational community to support and enhance student learning, staff instruction, school communication and data management.

Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation and communication. It is the responsibility of all LABBB Collaborative employees to read and sign the policy and it is the responsibility of the LABBB Collaborative Directors to deny Internet access to staff members who have not read and signed the policy.

POLICIES

Staff Internet Access

All staff will have access through their classroom, library/media center, or computer lab to the following information resources.

All staff will have an e-mail account.

Unacceptable Uses

The LABBB Collaborative is using the Network of their respective district. This is provided to facilitate education. Inappropriate use will result in cancellation of computer (internet) privileges. Users should not expect privacy in the contents of personal files on the district system. Routine maintenance and monitoring of the Network may lead to discovery that a staff member has violated this Policy, or the law. All e-mail is considered public record. The District Superintendent of Schools, Assistant Superintendent of Curriculum,Telecommunications Technology Specialist or designee shall have the right to access e-mail. The following unacceptable uses include (but are not limited to):

Illegal Activities
a. Transmission of copyright or trade information.
b. Transmission of obscene or threatening material.
c. Staff shall not attempt to gain unauthorized access to the District Network or to any other computer system through the district Network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions constitute vandalism and are illegal, even if only for the purpose of "browsing."

d. Staff shall not use the district Network for commercial or personal purposes, which includes offering, providing, or purchasing products or services through the district Network
System Security

a. Staff are responsible for their individual file account and should take all reasonable precaution to prevent others from accessing their files. Under no conditions should staff provide their password to another person.

b. Staff shall not download or transfer files without the proper software license.

c. Staff shall not make deliberate attempts to disrupt the district computer system, or other town computer systems and networks, nor destroy data by spreading computer viruses or by any other means. These actions are illegal.

**STAFF ACCEPTABLE USE POLICY SIGNATURE PAGE**

I have read and understand the LABBB Collaborative district Network use and agree to abide by these guidelines when I use the district’s Network. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges shall be revoked without notice or hearing, and school disciplinary action and/or appropriate legal action may be taken.

SIGNATURE:

DATE:

**TEACHER E-MAIL USE POLICY**

• E-mail will be used as an integral form of communication within the LABBB Collaborative network. Teachers are encouraged to use this form of communication to facilitate communication with parents.

• Faculty e-mail names will be first initial last name@labbb.net
  (for example: Janice Doe) : jdoe@labbb.net

• In many schools, staff are expected to keep current with news, meeting information, and administrative updates and policies within the building by checking e-mail regularly.