

**North Country Schools/OENSU  
Common Board Policy Manual**

**ADMINISTRATIVE PROCEDURE**

**C.14 STAFF ACCEPTABLE USE PROCEDURE AGREEMENT**

**Staff Agreement on Use of Technology**

I have been given the use electronic resources including the Internet to support and enrich the curriculum in the form of access to telecommunications and computer hardware and software. I understand that this is not a right of my employment and that I must employ this technology in a manner that complies with the District's policies.

I understand that the District extends no rights of privacy or ownership to work completed by me on District-owned technology.

Personally owned computers being used in order to access the network or other district resources must first comply with the following conditions:

- (a) Anti-virus software is up-to-date and functioning;
- (b) Operating systems are patched and up to date;
- (c) The machine can be accessed to ascertain compliance and compatibility with the network by local or district technology oversight.
- (d) Imposes no tangible cost to the District
- (e) Does not unduly burden the District's electronic resources;
- (f) Does not violate policies.

I understand that it is prohibited for me to (guidelines include, but are not limited to):

1. Use the District's technology for my personal gain or profit or for any commercial use not sanctioned by the School District;
2. Use any software or technology in a manner inconsistent with the District's/school's licensing agreements;
3. Distribute any information about any student's records or files to persons outside the school system, unless such distribution is authorized by law or there is written permission from the parent/guardian or student to do so;
4. Use harassing, offensive, obscene or racially demeaning language in any communications;
5. Download software or other materials protected by copyrights; and
6. Store personal software on any computer owned by the District.
7. Adhere to building procedures established to protect the security and integrity of the network environment.

I understand that the School Board may revoke these privileges at any time and that any illegal activity will be reported to the appropriate authorities.