



# Fall River Public Schools

## Staff Acceptable Use Agreement

1. I will use the Internet, school computers, and email for educationally relevant purposes and understand that school staffs serve as role models to colleagues and students in the use of technology.
2. I agree that I will not share a restricted password with *anyone*.
3. I agree to supervise my students in the appropriate use of technology resources.
4. I understand that all files on school hardware, email and voice mail messages are governed by the "*public record*" statute and therefore can be requested at any time.
5. I understand that network or technology administrators, in order to maintain system integrity, may view file content at any time.
6. I agree to maintain any disk quota space provided to me, including school email.
7. I understand that illegal activities, including violation of copyright or other contracts, are strictly forbidden.
8. I will not send, forward, nor post any material that is likely to be offensive, threatening or compromises the confidentiality of students and staff members.
9. I will coordinate with the network administrator and the administrative technology staff any hardware or software installation requests and large scale downloading and printing to prevent network slowdown and conserve resources.
10. I understand that these guidelines apply whether I am using a school computer on our network or off site.
11. I understand that serious violation of the tenets of the above agreement may result in disciplinary action and/or legal action by the authorities in accordance with the collective bargaining agreement and the protections of legal statutes.
12. I will not place any unauthorized equipment on the network (LAN, WAN, or Wireless).

**I have read the employee agreement for the use of technology, the network and the Internet in the Fall River Public Schools and I agree to adhere to the letter and spirit of these provisions.**

Employee Name: (Printed) \_\_\_\_\_

Employee Name: (Signed) \_\_\_\_\_

School/ Location: \_\_\_\_\_ Date \_\_\_\_\_