

# BUTLER PUBLIC SCHOOLS

## Faculty Network / Electronic Device User Agreement

Please read this document carefully before signing.

### Introduction

The goal of Butler School District is to provide access to the Internet that will promote educational excellence in school by facilitating resources sharing innovation and communication. With access to computers and people all over the world also comes the availability of some materials that may not be considered to be of educational value within the context of the school setting. While Butler Public schools has taken steps to prevent exposure to inappropriate content, no filtering system is 100%. Ultimately, it is everyone's responsibility to review sites used and report any site that is inappropriate.

### User Responsibility

If any user violates any of these provisions, his or her access privileges may be terminated, appropriate disciplinary action taken, and all future access could be denied. Certain aspects of your job require the use of district technology resources. Maintaining communications with parents, administrators, and colleagues is essential to your work. Additionally, you may be required to submit a variety of student data via computer systems. In order to maintain the safety of our students and everyone's personal information, it is imperative that you adhere to District Technology Use policies.

**ACCEPTABLE USE:** The purpose of the Butler School District's provision of access to the Internet is to support research and education in and among schools and academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of Butler School District. Use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any materials in violation of any U.S. or state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable on the district's technology resources. Use for product advertisement or political lobbying is also prohibited.

**COMMUNICATION:** Under all forms of communication, always write responsibly. Note that all postings in all forms of communication are subject to review when the communication reflects a connection to the district and students of Butler Public Schools. Examples of this include, but are not limited to: emails, blogs, personal websites, social networking sites, etc.

- You should always use your district email account when conducting any business related to the district.
- When using non-district resources for classroom / district purposes, you must obtain approval from your principal.
- Never post identifiable information related to a student's name, picture or personal information on any site.
- Do not post pictures, names, or personal information about other staff members without their permission.
- Do not forward or distribute communications without the permission of the author.

- Never share student data with anyone beyond authorized personnel.

**CONNECTIVITY** - Do not use the network in such a way that would disrupt the use of the network by others. Do not engage in activities that deliberately circumvent district filtering, anti-virus or other security measures.

**SERVICES** - The Butler School District will not be responsible for any damages you may suffer when using the network to conduct personal business. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained via Butler School District network services is at your own risk. Butler School District denies any responsibility for the accuracy or quality of information obtained through network services.

**SECURITY** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the network, you must notify your supervisor either in person, via email or in writing as soon as possible. Do not use another individual's account, forge messages or post anonymous messages. Attempts to log in to the system as any other user may result in cancellation of user privileges. Attempts to log in to Butler School District as a system administrator or any other form of unauthorized access may result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Butler School District network services.

**VANDALISM** - Vandalism may result in cancellation of privileges and/or criminal prosecution. This includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way and/or all equipment related to computer activities.

### **Staff Network Agreement**

**"I understand and will abide by the above Terms and Conditions for use of Butler School District network services. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action pursued."**

**Name: (please print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Name: (please print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This portion is to be returned to the District Supervisor of Technology. Please keep all other information for yourself.