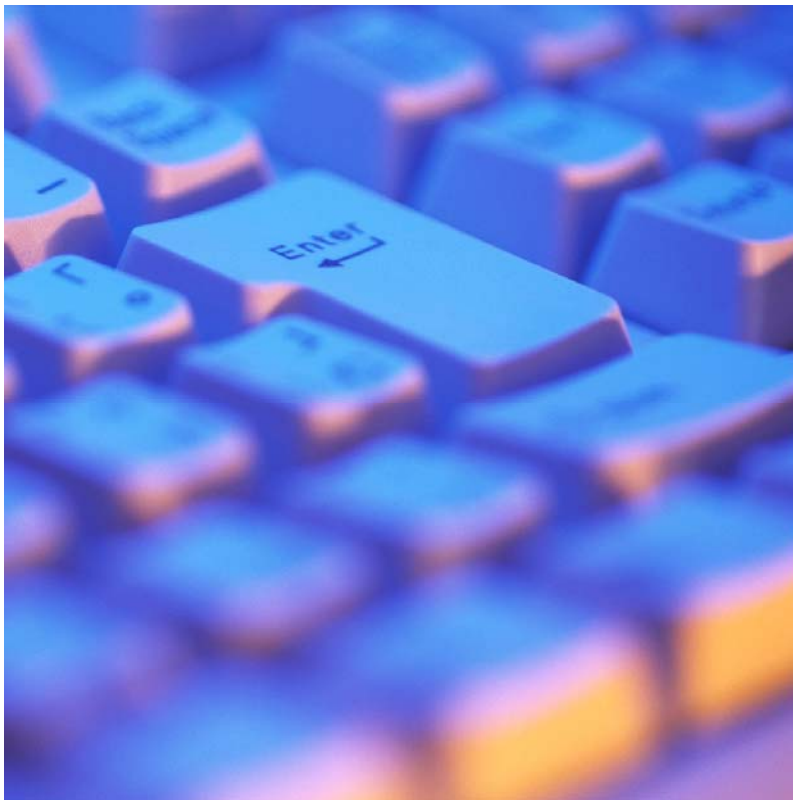




**Policies and Procedures for the Use of  
Technology Resources**



**An Employee/Volunteer Handbook**



Dear GUSD Employee/Volunteer:

Internet access is now available to students and employees in our district. The access is being offered as part of a collaborative project involving the district and a local Internet service provider. Our goal in providing this service to employees/volunteers and students is to promote education excellence in the district by facilitating resource training, innovation and communication. Our connection provides direct access to the Internet. The Internet is an "electronic highway" connecting millions of computers all over the world and millions of individual users allowing for the free exchange of ideas and data. You will be using it in the library, in the computer lab, your work area, and in some cases the classroom, to communicate with colleagues and students all over the planet.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. We have taken available precautions to restrict access to controversial materials. The district has installed firewalls and filters. Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to the strict guidelines. These guidelines are provided that you are aware of the responsibilities you are about to assume. These responsibilities include not violating the privacy of other users' works.

The use of our Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty and staff may request the system administrator to deny, revoke or suspend specific user accounts.

If you have any questions concerning our policy, please contact the building administrators for further explanation.

Sincerely,

A handwritten signature in black ink that reads "Timothy Trent". The signature is written in a cursive style with a large, sweeping initial "T".

Dr Timothy Trent  
Superintendent  
Globe Unified School District #1



**Use of Technology Resources in Instruction  
Electronic Information Services Terms and Conditions of Use  
For Globe Unified School District Employees/Volunteers**

- 1. Acceptable Use** - The purpose of the networks making up the backbone of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Globe School District. Use of the organizations networked or computer resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or materials protected by trade secrets.
  
- 2. Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each employee who receives an account will participate in a discussion with a Globe School District Administrative Team member pertaining to the proper use of the network.) The system administrators will deem what is appropriate use and their decision is final. The District Superintendent or his designee may request the system administrator to deny, revoke, or suspend specific user accounts at any time.
  
- 3. Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - *Be polite. Do not send abusive messages to others.*
  - *Use appropriate language. Do not swear, use vulgarities or any inappropriate language. Illegal activities are strictly forbidden.*
  - *Do not reveal your personal address, school address, phone numbers or name of students or colleagues.*
  - *Promptly disclose to your superior or the system administrator any message you receive that is inappropriate or makes you feel uncomfortable.*
  - *Do not install or download any unauthorized software on district computers or electronic data storage devices.*
  - *Do not use district information technology and or network resources for personal gain.*
  
- 4. No employee/volunteer will be allowed to use a computer at any school district location unless this agreement has been signed and returned.**

# GLOBE UNIFIED SCHOOL DISTRICT #1

## Employee/Volunteer Technology Acceptable Use Policy Agreement

*Please read the following information carefully before signing this document.  
This is a legally binding document.*

I understand that, as a computer and Internet user, I'm responsible for my actions and that I am responsible to act considerately and appropriately, in accordance with the following rules. When using GUSD technology resources, including computer and the Internet:

**I will not intentionally:**

- Send, display, or download offensive communication or media.
- Use obscene language.
- Harass, insult, attack, or defame others.
- Damage computers, computer systems, or computer networks.
- Attempt to enter administrative network areas not related to specific classroom.
- Violate copyright laws.
- Use other users' passwords or identifiers without authorization.
- Trespass in other users' files, folders, or work.
- Intentionally misuse resources.
- Install or download software.
- Illegally duplicate software (disk or CD) music, or data.
- Attempt to bypass system protection.
- Use the network for commercial use.
- Attempt to service hardware or authorize anyone other than GUSD technicians to service computer hardware.
- Perform any action which violates existing GUSD Board Policy or Public Law.
- Provide teacher/employee passwords to students or other unauthorized persons.
- Attach a personal computing device to the GUSD network without authorization.
- Permission must be given by the GUSD Technology Coordinator.

**I will:**

- Ensure that all students who use the computers, networks, and/or Internet under my supervision abide by the GUSD Student Technology Use Agreement.
- Use the GUSD email system responsibly and understand that it is not guaranteed to be private.
- Use Internet access in an appropriate, responsible, and ethical manner.
- Understand that I cannot be held responsible for the receipt of unsolicited materials which may be unacceptable or unlawful, but that it is my responsibility to delete the objectionable material without delay and to notify the GUSD Technology Department regarding the said material.
- Agree to have all software that is to be installed on the server and all computer purchases preapproved by the GUSD Technology Coordinator.
- Take reasonable steps to prevent unauthorized use of my computer(s).

I understand that any violation of this agreement may result in disciplinary or legal action leading to termination of employment determined by the superintendent and legal counsel.

Name (Print): \_\_\_\_\_

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

*Please return this document to the GUSD Human Resources Department*