

PARKVIEW SCHOOL DISTRICT
Staff Access to Technology Resources/Web Page Consent Form

Staff Member Name _____ Building/School _____

It is the intent of the District to make electronic communication resources available to staff to enhance and promote their professional development and further their ability to perform their official duties. These electronic resources include, but are not limited to computer networks, the Internet, e-mail, voice mail, facsimile transmissions, web pages, telephones, etc. Employees are expected and required to use these information technology resources in a manner consistent with their positions and work responsibilities. Such resources should be used to enhance instruction, professional development or to complete District business. Prior to accessing these electronic resources, all staff will be required to submit the “Staff Access to Technology Resources /Web Page Consent Form” electronically through the employee annual online process. Training opportunities for the appropriate use and etiquette of these resources is available upon request.

Due to the Children’s Internet Protection Act (CIPA) requirements, all District workstations that can access the Internet will have some type of blocking or filtering technology in place. Therefore, all equipment connecting to the Internet from any connection located within the District’s buildings must be filtered. This includes student, staff, and administrative workstations accessed by minors or adults.

Even with filters in place, it is impossible to control all materials on this global network. The District's educational goals and policies governing the use of educational resources shall continue to be used as guides for selecting and appropriately using information resources. Some users may discover educationally unsuitable information. Through the Internet and email, staff may have access to materials that are illegal, defamatory, inaccurate, or potentially objectionable to some people. Nevertheless, the District believes that the educationally appropriate information and interaction available on this worldwide network should be available as a resource for staff. The acceptable use policy defines the appropriate use of the Internet.

Place an X to indicate your choice(s).

1. Internet access:

_____ I understand the Internet Use/Web Page Policies and agree to abide by their provisions. I understand that any violation of the provisions stated in these policies may result in suspension or revocation of privileges or other disciplinary measures.

2. Web Page information:

_____ I UNDERSTAND that my photo may be used on the web page, in relationship to my duties.

Signature

Date

I understand that my name, school e-mail address, and school telephone number with extension may be included on the District web page and/or the website for my building. I understand that it may become necessary to give additional permission for my participation as other online activities are approved by the District.

Once granted, consent will be ongoing until the staff member submits a revised “Staff Access to Technology Resources /Web Page Consent Form.” It is the responsibility of staff members to inform the appropriate District staff of their revised “Staff Access to Technology Resources/Web Page Consent Form” if they choose to make changes in their status.

Privacy and Law: Administrators have access to all files, including e-mail files, so users should not have any expectations of privacy with regards to said files or e-mail. Parkview School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on or misuse of the network and computing systems.

Acceptable/Unacceptable Uses On Back

Acceptable Use

1. Staff members shall accurately and completely sign, date and submit the Staff Access to Technology Resources/Web Page Consent Form to the District Library Media Center Director prior to accessing the Internet with any District equipment or connections.
2. Staff may use the Internet to research educationally appropriate information for use in their classes or to improve their own professional development, including college course work, and for completing their work responsibilities in the District.
3. Staff may use the Internet to send electronic mail (e-mail) to other users for informational purposes or to complete District business.
4. Staff will respect and uphold copyright laws and all other applicable local, state and federal laws or regulations.
5. Staff will respect the rights and privacy of others by not accessing private files.

Unacceptable Use

1. Staff shall not sign Access to Technology Resources/Web Page Consent Form with any name other than their own.
2. Staff shall not use the Internet/e-mail for any illegal purpose.
3. Staff shall not initiate or continue communications with students for reasons unrelated to any appropriate purpose, including oral or written communication, telephone calls, electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites, webcams, or photographs. Electronic and online communications with students, including those through personal accounts, should be accessible to supervisors and professional in content and tone.
4. Staff shall not use the Internet/e-mail in such a way as to violate the District's expectations.
5. Staff shall not use the Internet/e-mail to send personal broadcast messages, visit personal chat rooms or use personal instant messaging.
6. Staff shall not change any computer files that do not belong to the user.
7. Staff shall not use an account other than their own or misrepresent their identity.
8. Staff shall not create and/or distribute a computer virus over the network.
9. Staff shall not engage in any activity that would result in the compromise of the network or workstation security systems (i.e. "hacking") or assist others in doing the same.
10. Staff shall not use the system to illegally transfer software, otherwise known as pirating.
11. Staff shall not reveal the name, personal addresses or phone numbers of students.
12. Staff shall not deliberately use the network in such a way that they would disrupt the use of the network by other users.
13. Staff shall not deliberately or willfully cause damage to computer equipment or assist others in doing the same.
14. Staff shall not deliberately access materials that are inconsistent with the District's goals.
15. Staff shall not deliberately use the District's computers to violate the school's code of conduct or District's goals or show others how to do the same.
16. Staff shall not use the District's Internet connections to maintain a personal web site.
17. Staff shall not use the District's Internet/e-mail connections to conduct personal business for profit.
18. With the exception of technology designated specialists, staff shall not use the system to disable the filtering software, download, or install software programs onto the hard drive(s) or network or show others how to do the same.

CONSEQUENCES: Unacceptable use may result in the suspension or revocation or limitation of computer/Internet use and/or other appropriate disciplinary actions, up to and including non-renewal, suspension, termination, restitution, and/or referral to law enforcement.

APPROVED: July 14, 2003

July 15, 2013

SEPTEMBER 18, 2017