

Staff Internet and Network Responsible Use Agreement

The mission of Technology & Media Services is to facilitate reliable access to network resources for all students, staff, and community members to enhance the educational experience of students, provide reliable communications for all stakeholders, and assist in the effective administration of programs at all levels.

A faculty or staff signature is required prior to accessing the district's Network. The use of the Network and access to the Internet is a privilege, not a right. Any violation of this agreement may result in the loss of the user's network access, disciplinary and/or legal action, including personnel action, and/or criminal prosecution by government authorities. The District intends to cooperate with the investigation of any legitimate law enforcement agency should any user action on the Network lead to such an investigation.

A. Responsible Use Includes:

1. Protecting the integrity of your own school accounts and passwords by not sharing either with others.
2. Protecting the integrity of your content folders by not leaving your computer logged in for others to use.
3. Respecting the Network and its users by not altering or hacking system settings, network settings or file directories.
4. Respecting district property by not altering or damaging district equipment, materials, data and network security settings.
5. Protecting the district network by not downloading or installing "executable" files, games or documents.
6. Accessing chat, application or social networking sites only when directed to do so by your teacher to complete school assignments.
7. Following copyright rules by not transmitting or plagiarizing documents, software or media protected by copyright law.
8. Following federal and state regulations by not transmitting defamatory, obscene, pornographic, offensive, disruptive, threatening, bullying, or harassing messages or media.
9. Respecting the rights of others by not deleting, copying, modifying or forging other users' names, emails, files or data or disguising your identity, impersonating other users, or sending anonymous email.
10. Protecting your privacy and the privacy of others by not sharing personal information on the Internet including full name, home address, age, and telephone numbers or other identifying information.
11. Only using the Network for authorized legal and non-commercial use.

B. Internet Safety

1. As a GMCS faculty or staff member, I realize that it is my responsibility to promote personal safety of students while using network or other on-line resources.
2. Think always of your own personal safety and that of your students while using the GMCS network or e-mail systems. Protect your privacy, as well as the privacy of others.
3. Employees who supervise students with access to computer equipment shall be familiar with the Gallup McKinley County School District Student Internet Use Agreement and enforce its provisions.
4. Ensure that students have access to age appropriate resources and tools by utilizing district resources and providing students with guided search activities.

C. Terms and Conditions of the Agreement

1. **Primary Use:** Network and Internet resources are provided to School staff to support their work:
 - a. in the preparation for teaching and learning
 - b. in the practice of teaching
 - c. in communications with immediate colleagues, Council staff and other agencies
 - d. in administration of teaching and learning through monitoring and target setting
 - e. in promoting the activities of the school in accordance with the School’s development plans

2. **Personal Responsibility:**
 - a. School staff should take all reasonable steps to comply with these guidelines and endeavor to ensure that GMCS resources are used effectively, safely and securely and that they are not exposed to avoidable damage or destruction by themselves or by their students. Breaches of the guidelines - purposeful or accidental - should be reported using school specific procedures.
 - b. It shall be the responsibility of all members of the Gallup McKinley County Schools staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

3. **Security:**
 - a. 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 on GMCS network, you must notify a system administrator or principal as soon as the problem is identified. Do not demonstrate the problem to other users. Attempts to log-in to the system as any other user will result in disciplinary action. Attempts to log-in to GMCS network as a system administrator will result in 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 the GMCS network.
 - b. The district recognizes the need for users to access network resources, school Email, and the Internet using personal electronic devices. All users agree to keep operating systems up-to-date, install required security patches, and install and maintain an up-to-date antivirus system if available for that type of device.

4. **Services:** There is no warranty of any kind, whether expressed or implied, for this service. The District denies any responsibility for the accuracy of the information obtained through these services. The District utilizes an Internet filter to block access to inappropriate content in accordance with CIPA (Children’s Internet Protection Act). The District reserves the right to monitor users’ network activities and take appropriate action in accordance with this policy. Therefore, users should have no expectation of privacy concerning the use of the GMCS Network. This includes, but is not limited to, all electronic communication.

I agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

My signature below indicates that I have read and agree to the terms of this document.

Staff Name (Printed)

Location

Staff Signature

Date