

**ACCEPTABLE USE POLICY  
STAFF ACCESS  
TO  
NETWORKED INFORMATION RESOURCES PROCEDURES**

Use of network is a **PRIVILEGE**, which is provided to staff and students to conduct research and support educational endeavors. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply. The network, electronic mail, and telecommunications shall not be utilized by employees to share confidential information about students or other employees. The Superintendent or his/her designee must approve any publication of Web Pages on the Agawam Public Schools system network.

Network administrators, those responsible for managing the local area network, may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Staff should not expect files stored on district servers to be private.

**The following behaviors are not permitted on district networks:**

1. Sharing confidential information about students or employees
2. Sending or displaying offensive messages or pictures; accessing, transmitting, displaying or using obscene language and material
3. Participating in partisan politics
4. Participating in any communication that facilitates gambling, the illegal sale or use of drugs and alcohol, criminal gang activity, or any other violation of the law. This includes threatening, intimidating, or harassing any other person or engaging in "Spamming" (i.e. sending annoying or unnecessary messages to large numbers of people)
5. Engaging in any form of discrimination including sexual harassment
6. Engaging in practices that threaten the integrity of the network (i.e. loading files that may introduce a virus)
7. Violating copyright laws
8. Using the passwords of others without express authorization
9. Trespassing in other's folders, documents, or files
10. Intentionally wasting limited resources
11. Employing the network for commercial purposes or financial gain
12. Violating regulations prescribed by the network provider
13. Conducting union business unless permitted under collective bargaining

The Superintendent or his/her designee will report any inappropriate behavior to the employee's supervisor and/or administrator, who will take appropriate disciplinary action. Any other reports or inappropriate behavior violations or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in the loss of access and/or disciplinary action

consistent with the local, state, and federal law. When applicable, law enforcement agencies may become involved. Each employee will be given copies of this policy and procedures and will sign an *Acceptable Use Agreement* before establishing an account.

### **PROCEDURES TO BE FOLLOWED**

1. Staff will review the administrative procedures in the Acceptable Internet Use Policy and will sign the employee *Acceptable Use Agreement*.
2. Staff will review and be familiar with the Student Individual Responsibility Policy as outlined in the *Acceptable Internet Use Policy*.

***Agawam Public Schools 2004***

Approved by School Committee on April 27, 2004 by a vote of 6 – 0 – 1 absent.