

**WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION**

**INTERNET, NETWORK, AND ELECTRONIC ACCEPTABLE USE POLICY FOR STAFF**

**BP – 2110**

**Date Adopted: 3/8/10**

**Date Updated: 4/18/11**

All Wbccsc faculty and staff understand and agree to the following:

1. The use of Wbccsc Network and Internet access (Network) is a privilege, which may be revoked by Wbccsc at any time for abusive conduct. Such conduct would include but not be limited to, the placing of unlawful information on the system, and/or defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal material subscribed to or received by the user, or any violation of Corporation rules or policies. Additionally, conduct that embarrasses, harms, or in any way distracts from the good reputation of Wbccsc and its faculty and staff, or any organizations, groups, and institutions with which the Wbccsc is affiliated is also deemed abusive. The superintendent will be the sole arbiter of what constitutes abusive conduct as described above.
2. The Wbccsc Administration reserves the right to review any digitally stored material and will edit or remove any material, which the Administration, in its sole discretion, finds to be in violation of this agreement.
3. All information services and features contained on the Network are intended for the educational use of its patrons, and any commercial or unauthorized use of those materials or services, in any form, is expressly forbidden. Staff members are responsible for the use of their accounts, passwords, access and privileges. Any problems, which arise from the use of a staff member account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is expressly forbidden.
4. Staff members shall not use their personal cell phones, including messaging, or computers, including Internet access, for personal business during instructional time. Additionally, all staff members shall use good judgement when using any electronic device, whether it is for personal use on personal time or professional use during work time.
5. In consideration for the privilege of using the Wbccsc Internet services and in consideration for having access to the information contained on it, staff members hereby release and hold harmless the Wbccsc, its employees, and affiliates for claims of any nature arising from Internet use, or inability to use, the Wbccsc Network and user account access assigned to said staff member.
6. Staff members must receive permission from the Wbccsc Director of Technology before installing software or hardware to any corporation equipment. Staff members agree to abide by all copyright laws. Staff members agree to use caution and diligence when obtaining files from home or via email sources to avoid virus outbreaks and damages to the Wbccsc Network.
7. Staff access to any use of the Wbccsc Network is subject to such limitations as may be established by the Administration, which may change from time to time. Staff members understand their access may be terminated at any time.
8. Staff members shall do everything in their power to protect sensitive and confidential student data and conform to the Family Educational Rights and Privacy Act (FERPA).

All staff should be advised that access to the Internet may contain information which could be defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, or illegal. The Wbccsc works diligently to protect students and staff from such content. However, the Corporation realizes staff members may inadvertently or accidentally come across this material and will not be held responsible in these cases. Questionable content should be reported to the Director of Technology.

**By signing the attached form, staff members are granted Network access and agree to abide by this acceptable use policy.**

# Western Boone Schools Network User ID Form

## PLEASE READ AND SIGN FORM

Your new user ID will follow the following formula:

First Name + . + Last Name

Staff Example: Name = Mrs. Excellent Teacher

User ID = excellent.teacher

Your new password must be at least 8 characters in length. You will be required to change your password every 90 days. You may not use your last two passwords when this change is due. It is recommended that you use alpha and numeric characters to create your password. Refrain from using common words or numbers such as; Password, 12345, computer, etc. Also refrain from using your name, address, phone number or social security number. Your password is case sensitive.

**PASSWORD SHARING IS PROHIBITED. YOU MUST NEVER GIVE OUT OR SHARE YOUR PASSWORD WITH ANYONE.**

Access to the Western Boone Community Schools' Network and the ability to use Network resources is a privilege. The Technology Department must have this form signed, dated and on file before any network access will be granted.

*Your signature below verifies that you have read and understand the information above, and will comply with all rules and regulations set forth in the acceptable use policy regarding network access and network resource usage.*

Print First Name: \_\_\_\_\_  
\_\_\_\_\_

Print Last Name: \_\_\_\_\_  
\_\_\_\_\_

Staff Signature: \_\_\_\_\_  
\_\_\_\_\_

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

For Technology Dept Use Only		
User ID:	_____	Date:
Created By:	_____	