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| <b>DOVER SCHOOL DISTRICT</b>             | <b>POLICY CODE: EHAA-P</b> |
| <b>DATE OF ADOPTION: AUGUST 13, 2012</b> | <b>PAGE 1 OF 3</b>         |

### **PERSONNEL ACCEPTABLE USE FORM**

The Dover School District is pleased to offer its students and personnel access to Dover School District's Network system: SchoolNET. SchoolNET allows students, faculty and staff to access the Internet, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Each faculty and staff member is ultimately responsible for his or her own actions in accessing SchoolNET. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions.

**Therefore, I hereby understand and agree to the following:**

1. **Wired Ethernet connections** are available in all schools and classrooms for District-owned devices or staff or faculty personal devices with Technical Support Services Department approval.
2. The **SchoolNET Secure Wireless Network** is available in all schools and classrooms. SchoolNET Secure is the wireless equivalent to SchoolNET and may only be connected to via District-owned devices only, or, Staff or Faculty personal devices with Technical Support Services Department approval.
3. The **SchoolNET Public Wireless Network** is available in all schools and classrooms. This is an open network with Internet access available to students and staff, as well as the general the public while visiting our schools, with limited access to District resources.
4. I will not attempt to alter the configuration of SchoolNET in any way. This includes adding, removing or modifying hardware (such as PC's, network devices, printers, keyboards, mice, etc...) and software (such as operating system settings, desktop settings, software settings, etc...) unless I have been authorized to do so by the Technical Support Services Department.
5. I will use the technology equipment for educational or district purposes **ONLY**.
6. The Dover School District uses content filters to filter internet access by minors to visual depictions that are obscene, child pornography, or harmful to minors as defined in Sections 1460 and 2256 of Title 18, United States Code, and Miller v. California, 413 U.S. 15(1973).

7. I will not attempt to circumvent district-wide content filters.
8. I will not attempt to gain access to any information I have not been authorized to view, nor will I attempt to modify/damage/destroy any information, hardware device or application.
9. I will not install software of any kind onto district computers without the approval or assistance of the Technical Support Services Department.
10. I will not use the network for any illegal purpose.
11. I will not change computer files that belong to others.
12. I will never create, transfer, or otherwise use any text, image, movies, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others.

School Department personnel, in order to prevent any abuse of the system or to recover from disaster, reserve the authority to inspect any and all materials transferred by or stored on the Dover School Department Network. This inspection can occur at any time and without any cause.

The Dover School Department and all other organizations related to the Dover School Department Network makes no warranties of any kind, neither expressed nor implied, for the Internet access Dover is providing. The School Department will not be responsible for damages that may result from the use of the Dover School Department Network. In addition, personnel must accept full responsibility and liability for their actions with regard to using the Dover School Department Network.

**For Faculty and Para-professionals:**

A number of technical measures have been put in place to prevent student misuse of this valuable resource; for example Internet access is filtered and all workstations are locked down.

However, today's tech-savvy student is becoming more and more familiar with methods for circumventing these measures. In addition, outright vandalism to systems (such as destroying keyboards) is a constant problem within the district. Upon entering the district, upon entering the Middle School and upon entering the High School, all students are required to sign an Acceptable Use Form that outlines specific activities that are to be avoided on the network, and are considered unacceptable use. However, misuse still occurs. It is the District's belief that accountability is the most important measure in place to prevent such misuse.

To that end, *the district believes it is also the responsibility of all teachers and staff members to monitor student use of technology. Teachers who require their students have access to technology must assume a level of responsibility for that technology, and for the use of the technology while under their supervision.* Student activities should be monitored and access to filtered websites reported. Damage to systems should be reported immediately, and the students held accountable. In some cases, faculty and staff members may be held accountable for damage or misuse as well.

I hereby certify that I will abide by the conditions set forth in this document and the SchoolNET Acceptable Use Policy.

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

Date \_\_\_\_\_

Authorized Staff Member Signature \_\_\_\_\_

Date \_\_\_\_\_

*Reference: Policy EGA*