

Garrison Union Free School District
Staff Acceptable Use Policy
2020-2021

The Garrison Union Free School District encourages the use of technology and believes that computers are a valuable tool for education and **encourages the use of computer related technology** to further the educational goals of the District.

Through software applications, online databases, electronic mail, computer use enhances educational experiences and provides unlimited resources for staff and students.

When a staff member in the Garrison Union Free School District accesses the computer network, they assume certain responsibilities and obligations. All access of this type is subject to school district policies and to local, state, and federal laws. The Garrison Union Free School District expects staff members to use computers in **both an appropriate and professional manner** and for **educational purposes** only.

As a staff member at the Garrison Union Free School District, I agree to use the computers correctly and responsibly. I agree to the following rules:

1. I agree to use the computers, information resources, services and network for educational purposes only.
2. I agree to maintain and protect the privacy of my password.
3. I agree to use legal versions of copyrighted software which have been purchased by the district.
4. I agree to obey copyright laws.
5. I agree that I will not participate in any actions which may be considered inappropriate to the integrity of the District network.
6. I agree that I will not change any computer settings without permission.
7. I agree to immediately contact the Technology Teacher if I encounter materials or information that violates the rules of appropriate use.
8. I agree that technology resources are school district property. Communications over the school network are not considered private and the school district has the right to access all stored records.

I have read, understand, and will abide by the Acceptable Use Agreement for Staff Use for the Garrison Union Free School District. I understand that any violation of this agreement may result in the loss of privileges, district disciplinary action, and legal action. It is expected that staff members will not use computer technology in inappropriate ways.

Staff Name: _____

Staff Signature: _____

Date: _____