



## HOLYOKE PUBLIC SCHOOLS STAFF ACCEPTABLE COMPUTER AND INTERNET USE POLICY

1. Internet and computer access through the Holyoke Public Schools is a **PRIVILEGE**.
2. Teacher access may be limited or revoked by school officials at any time if this privilege is abused or violates acceptable use.
3. Teachers engaged in unacceptable use of the Internet will also be subject to disciplinary action.
4. The network is provided for teachers to conduct educational research and support educational endeavors.
5. The Holyoke Public Schools maintains tools that block access to many inappropriate sites. The filtering software, however, cannot ensure that all inappropriate sites are blocked. Ultimately it is the responsibility of faculty members to insure that they are in compliance with the acceptable use policy.
6. Teachers should have no expectation of privacy in the use of computers and the Internet.
  - a. Pursuant to local, state, and federal laws, school officials may provide access to teacher's files and records to law enforcement authorities.
  - b. All files will be subject to the Holyoke Public Schools' *Acceptable Computer and Internet Policy* and local, state, and federal laws and regulations.
7. Teachers are expected to adhere to the Holyoke Public Schools' *Acceptable Computer and Internet Policy*. Any deliberate destruction, modification, and tampering of technology equipment will be subject to disciplinary action and/or referral to law enforcement authorities. Any activity which inhibits or interferes with the normal operation of the hardware and software which comprise the Holyoke Public Schools' computer network system is also subject to disciplinary action.
8. **ACCEPTABLE USES:**
  - a. Using e-mail for educational purposes and Holyoke Public School business
  - b. Abiding by generally accepted rules of network etiquette including but not limited to; being polite, using appropriate language, respecting the privacy of other's work, and demonstrating courtesy toward others
  - c. Documenting and obeying the copyright laws
  - d. Reporting misuse of the Internet to appropriate authorities
  - e. Using technology resources to ensure fair access to all staff and students
  - f. Using computing and communications facilities in a manner consistent with local, state, and federal laws and policies
  - g. Notifying appropriate authorities if there is a problem with your computer
9. **UNACCEPTABLE USES:**
  - a. Providing private or personal information about yourself or others
  - b. Viewing or sending obscene or patently offensive material
  - c. Accessing another person's file or account
  - d. Giving out your password to other staff or students
  - e. Moving or unplugging computers and/or other devices
  - f. Eating or drinking near or around technology
  - g. Violating the Holyoke Public Schools' *Acceptable Computer and Internet Policy*, including, but not limited to: engaging in racial or other forms of discrimination, sexual harassment, hazing, plagiarism, cheating, or interfering with the rights of reproduction or transmission of material that is protected

I have completed the Holyoke Public Schools' Internet Training, understand the Holyoke Public Schools' Computer and Internet Acceptable Use Policy and received a copy of this document.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_