

Acceptable Computer System Use
Staff

Staff are expected to:

1. Use technology in a manner which does not harm:
 - a. People
 - b. Physical equipment, hardware
 - c. Software, operating systems, folders, and files
2. Protect the privacy of self and others by:
 - a. Keeping passwords secret
 - b. Respecting the privacy of other students, teachers, and the school system's files
 - c. Understanding that "sexting" and cyber bullying are illegal and against the law
3. Access Internet sites that are appropriate and avoid sites that:
 - a. Are offensive, obscene, libelous, disruptive or contain inflammatory language or pictures
 - b. Require a fee for access unless authorized by the school administrator
4. Use computer resources responsibly by:
 - a. Self-limiting use of disk space
 - b. Self-limiting use of printing paper
5. Only download materials from the Internet, or copy materials from the network appropriate for instructional use. Ethically uses available internet content by properly and accurately citing all content downloaded from the internet and used in the staff's own work. This includes pictures, text, video, music, and other content.
6. Protect the use of the computer for others by never:
 - a. Knowingly loading or creating viruses
 - b. Violating copyright laws
 - c. Destroying or deleting files, folders or programs that are part of the computer system
 - d. Deliberately causing harm to any computer, system, or network
 - e. Sharing your password or userid
 - f. Accessing, modifying, or deleting other staff member's files
7. Use e-mail responsibly by:
 - a. Respecting the privacy of letters: letters will not be re-posted without a sender's permission
 - b. Ignoring and refusing to re-send "chain letters" or emails of similar intent
 - c. Using appropriate language and subject matter
 - d. Using mass e-mail solely for educational purposes
 - e. Not accessing other staff member's e-mail or sending e-mails from their account
8. Protect, for personal safety reasons, your own privacy on the Internet by using first name and last initial. Student telephone numbers, addresses, and other personal information may not be released. When posting photos do not include student names or personal information.
9. Technology use within the instructional setting must be monitored by the teaching staff by:
 - a. Monitoring student use of the Internet and other technology resources
 - b. Reporting any misuse to school administration immediately

A full copy of the Radford City School Board Policy GAB/IIBEA, *Acceptable Computer System Use and corresponding regulations*, *GAB-R/IIBEA-R* and *GAB-R/IIBEA-R-RCPS*, can be found at www.rcps.org or at the school administration building.