

Technology Terms and Conditions for Staff

1. User Personal Safety includes, but is not limited to:

- a. Users will not post personal information about themselves or others.
- b. Users will never arrange for meetings with anyone they have met online.
- c. Users will promptly disclose to their administrator any messages they receive.
- d. Users will not harass another person or engage in personal attacks. This includes, but is not limited to the following: name, address, profiles, telephone, date of birth, pictures, etc. without the knowledge of the school and permission of a parent/guardian that is inappropriate or makes them feel uncomfortable/ those prejudicial or discriminatory in nature following the guidelines of the anti-bullying policy.

2. Respecting Technology Equipment:

- a. Users will exercise caution when handling technology devices.
- b. Users will follow guidelines for proper usage of equipment.
- c. Users will not use another person's computer resources without authorization.
- d. Users will not knowingly destroy any Electronic Communication Device (ECD). This equipment includes but not limited to keyboards, mice and peripherals.

3. TSC System Security:

- a. Users should take all reasonable precautions to prevent others from gaining access to TSC passwords and system access without proper permissions.
- b. If an individual suspects a possible security breach, the user will immediately contact administration or technology director.
- c. Users will not disperse passwords, codes, telephone numbers, or account information.
- d. All users are responsible for their own internet or ECD activities occurring on school equipment or accounts.
- e. Triton School Corporation reserves the right to monitor if deemed necessary.

4. Illegal Activities (includes but not limited to):

- a. Users will not attempt to gain unauthorized access to the TSC system
- b. Users will not use the TSC system to engage in any illegal act.
- c. Vandalism of any kind will require restitution for costs associated with damage.

5. Plagiarism and Copyright Infringement:

- a. Users will respect the rights of all copyright owners.
- b. Users will not plagiarize; therefore, they should cite all quotes and references.
- c. Users may reproduce copyrighted works within the limits of fair use.
Fair use is explained at: <http://www.copyright.gov/fls/fl102.html> users should be aware that disseminating illegally obtained software (pirated) is a federal offense which is punishable by imprisonment, fine or both.
- d. Users of Triton School Corporation ECD's will not install pirated software.

6. Technology Etiquette:

- a. Be polite! Do not get abusive language in your messages to others.
- b. Exercise caution when using sarcasm and humor. Without face-to-face communications, a joke or statement may be misunderstood.
- c. Show consideration and respect for others at all times.
- d. Be respectful of the rights of other network users and do not violate their privacy.
- e. Be aware of the intent and function of an individual or group before sending a message.
- f. Deliberately posing as a user other than yourself is prohibited.
- g. At the conclusion of a user's session that user will log off the system he/she is using.
- h. Staff is responsible for reporting issues with ECDs within 24 hours of discovery through the Spice works portal.
- i. Staff is responsible for monitoring student use of devices to make sure they are being used appropriately. Staff will assign devices to students.
- j. Users will not use obscene, profane, lewd, vulgar, offensive, inflammatory, threatening, or disrespectful language.
- k. Users will not participate in hate mail, harassment, discriminatory remarks, and other harmful or inappropriate behaviors.
- l. Users will not forward or post a message that was sent to them privately without the consent of the person who sent it.
- m. Users will not post private information about another person.
- n. Users will not interfere with other users ECD work or files.

7. Inappropriate Access to Material includes, but is not limited to:

- a. If a user inadvertently accesses inappropriate material, he/she should is profane or obscene (pornography), advocates illegal or violent activities, or advocates discrimination towards other individuals or groups; immediately notify administrator, thereby avoiding an allegation of intentional violation.
- b. Users will not deliberately attempt to override or circumvent the firewall.

8. Respecting Resource Limits:

- a. Users will not alter in any way the configuration of a computer or network
- b. Users will not intentionally waste resources, such as paper, ink cartridges, etc.

9. Google Apps For Education:

- a. Google Apps is currently provided to all staff.
- b. All users of Triton School Corporation's email system should know that is received by a school owned computer or its contracted hosting company, in our case Google Apps For Education, is the property of Triton School Corporation and can be used for or against during a legal proceeding. The same holds true for voicemails stored on TSC phones and systems, when writing or responding via email, please remember that the Secretary of State's Office has determined that

email is a public record. All email communications sent or received by persons using Triton School Corporation's network are subject to disclosure under the Massachusetts Public Records Law (M.G.L. Chapter 66, Section 10) and the Federal Freedom of Information Act.

- c. All Triton Google accounts are the property of Triton School Corporation.
- d. Use of the district's Google account is a privilege.
- e. The Triton School Corporation district reserves the right to terminate either
- f. No assumption of privacy should be assumed with a TSC assigned Google
- g. Triton School Corporation reserves the right to change email providers

10. District Limitation of Liability:

- a. Triton School Corporation makes no expressed or implied guarantees that the activities or services provided by district technology or ECDs will be error-free or without defect. The TSC district will not be responsible for any damages to users including, but not limited to loss of data, interruptions of service, personal or psychological damages, or financial losses. The district is not responsible for the accuracy or quality of content obtained through our network or stored on our systems. Finally, the district will not be responsible for unauthorized financial obligations incurred from use of our ECDs or any components of our technology system.

I have read and understand the expectations in this document.

Signature_____Date_____