

# policy

BOARD OF EDUCATION  
LAKE SHORE PUBLIC SCHOOLS

PROGRAM  
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## Lake Shore Public Schools Technology Acceptable Use Policy for Staff

### Technology Use Guidelines

Lake Shore Public Schools is pleased to offer access to computers and a computer network from which to access the Internet. Use of Lake Shore Public School's technology is a privilege, not a right. Individuals who use District technology must adhere to the District's policies. In addition, all use of technology must support and be consistent with the District's stated goals.

### User Responsibilities

Staff members who use District technology are expected to:

1. Respect the privacy of other users. Users shall not intentionally seek information; obtain copies; modify files, data or passwords belonging to other users; represent themselves as another user, unless explicitly asked to do so by that individual; or attempt to gain unauthorized access to files, programs or network services.
2. Follow copyright law, patent law and license agreements for software programs and other data. This includes but is not limited to plagiarizing text, copying photographs, downloading and copying Internet materials and copying or "over-installing" software disks and CDs.
3. Preserve the integrity of computers and network systems. Individuals shall not intentionally develop, distribute or implement programs that harass other users, infiltrate a computer or computing system, and damage or alter software, a computer or computing system.
4. Report any misuse of the network to the building administrator. Misuse is commonly viewed as any message or file that indicates or suggests pornography, violence, racism, sexism, unethical or illegal solicitation or inappropriate language.
5. Refrain from sending, creating, disclosing or accessing inappropriate materials. This includes text files, pornographic material, viruses or files dangerous to the integrity of the network. The District may review information such as e-mail, letters or reports without the author's permission.
6. Maintain the integrity of the e-mail system. Individuals are responsible for all mail sent or received under their user account. Users should be advised that the content of e-mail is neither private nor confidential.
7. Refrain from any use for commercial purposes.

The District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error-free, or that its operation will be uninterrupted.

I have read and understand the Lake Shore Public Schools Technology Acceptable Use Policy and agree to adhere to all technology use guidelines and user responsibilities.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Building:

\_\_\_\_\_  
Date: