



Bernalillo Public Schools Acceptable Use Policy Staff Form

1. Appropriate Online Interaction

- a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, or other identifying information as determined by the district.
- b. Users will not agree to meet with someone they have met online as this activity can and has been proven to be dangerous.
- c. Users will promptly disclose to the Technology Department or your Supervisor about any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the district system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files without expressed written permission.
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data.
- c. Users will not use the District system to engage in any other illegal act.
- d. Users will be aware of copyright laws especially in regards to downloading and using music and video files. All copyright laws will be obeyed.
- e. Under the "Computer Fraud and Abuse Act" it is illegal for an employee to knowingly damage, remove, or delete files/documents without authorization. As an employee you could face criminal and civil liability.

3. System and Student Information System (PowerSchool) Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should users provide their password to another person.
- b. Users will immediately notify the building principal or the Technology Department if they have identified a possible security problem.
- c. Users will not install any software without prior authorization from the Technology Department. Any unauthorized software will be removed from district equipment.
- d. Users are not allowed to bring personal technology hardware and software into the district. Any unauthorized hardware or software found within the district will become district property.
- e. Users will not move assigned district hardware without written permission from the Technology Department.

4. Unacceptable Uses & Network Etiquette for Websites and Social Media Platforms

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not purposefully access or post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks:
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending those messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- g. Users will not post private information about another person.
- h. Users shall not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
- i. Any misuse of network resources could result in your district network account being disabled or terminated. Misuse includes personal use of resources such as chain letters, on-line chats, shopping, downloading graphics, music, and or video.

5. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
- c. Filtering may be used in conjunction with other strategies to selectively restrict access to objectionable and educationally inappropriate content; e.g. pornographic sites, non-educational chat rooms.

Staff Access

I have read, understand and will abide by both the “Bernalillo Public School District Acceptable Use Policy” and the “Student Acceptable Use Procedures”. I further understand that any violation of the Policy or Procedures may enact school district disciplinary procedures or constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school district disciplinary actions may be taken, and/or appropriate legal action may be initiated.

I understand that from time to time additional guidelines for technology use may be deemed necessary by the school district administration. These guidelines will be distributed to staff via email and be permanently placed on the district documents located in the “I” drive for review. It is my responsibility to be familiar with these guidelines and to respect them as an addition to this Acceptable Use Policy.

I understand that the Internet is a worldwide group of multiple computer networks. I know that the Bernalillo Public Schools do not control the content of these Internet networks. When using the networks, I realize that I may read or view material that I might consider controversial or offensive. I am requesting access to the schools’ computer data networks and the Internet.

The Staff AUP can be found in the Technology section of the District Website.

Staff Member's Name *(Please Type Here)*:

Staff Member's Signature:

Date:

Select Primary Site:

Department:

Position/Title: Select or Type if Other)

New Staff Member

Returning Staff Member

Name Change *(Provide Previous Name)*:

Transfer *(Provide Previous School/Site)*:

Supervisor's/HR Approver's Name *(Please Type Here)*:

Supervisor's/HR Approver's Signature: