Twin Valley Community Schools
TECHNOLOGY USE POLICY
CONDITIONS, RULES AND ACCEPTABLE USE AGREEMENT

1. Network Etiquette – The network, E-mail and access to the Internet are provided to conduct research and communicate with others, as it relates directly to the staff member's contractual obligations or student's legitimate instructional needs. The use of the network should never affect or interfere with other users.
2. Sending or receiving of material that is copyrighted, non-school licensed, threatening or obscene is not acceptable.
3. Staff is not to share passwords. If you feel your account is compromised you may change your password. When leaving a PC unattended, it is your responsibility to **log off or lock your computer**. *If another user misuses your accounts (PC, E-mail, Progress Book) you are held liable.*
4. Only appropriate language will be used. Do not use profanity, obscenities or other language, which may be offensive to other users.
5. No equipment should leave the premise or be damaged in any way. Software may not be added or removed from any device.
6. No equipment should move or change room assignment without consent of Technology Department.
7. Staff owned devices are not allowed connected to the school network/internet. Only school owned equipment is to be utilized with the **exception of smartphones**.
8. Email should be used for school business purposes. It should never be used for chain letters, mass emails, or spam mail. You should never send or receive any type of harassing, threatening, abusive, defamatory, obscene, vulgar messages or materials. **IF** you do receive this type of mail it is your responsibility to contact the person to stop the messages and delete the message from your account.
9. The district does use a filter that blocks offensive sites. If you find an offensive site please notify the Technology Department.
10. It shall be the responsibility of all staff members to supervise and monitor usage of the online computer network and access to the Internet in accordance with the Children's Internet Protection Act (CIPA).
11. All staff is also accountable to **school board policy file EDE, and EDE-R** (Acceptable Use and Internet Safety)

Certain exceptions may apply, but need the expressed approval of the Technology Department. The District makes no warranties of any kind that the functions or the services provided by or through the District system will be without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

The District does reserve the right to monitor, inspect, copy, review and store at any time and without prior notice all usage of the network and devices. All network communication may constitute as public record, and therefore may be available upon request in accordance with Ohio public records law (ORC 149.43). The District cannot control the content of the information available on these systems. Some information available online is controversial and sometimes offensive. The Board does not condone the use of such materials.

Misuse of the system may result in disciplinary action including but not limited to: loss of use, reprimand, and/or recommendation for termination.