

SES Statement Of Responsibilities

Shutesbury Elementary School Staff will be given access to technology for educational purposes. All users must follow the established guidelines as stated in the Acceptable Use Policy - (IJNDB) in order to maintain the privilege of access to school technology and resources.

The following is a summary of the four guiding principles of the AUP:

Respect	<ul style="list-style-type: none">● Utilize proper online etiquette and professional practice● Adhere to plagiarism, copyright, licensing rules and cite all sources● Abide by District protocols for proper technology use and report problems promptly● Illegal activity and cyberbullying is prohibited
Privacy	<ul style="list-style-type: none">● The District has the right to review all files and activity● Keep passwords private and report concerns of compromise immediately● Do not post or reference personal student information in any electronic communications● Content filtering blocks access to certain sites and actions to avoid this protection is prohibited
Sharing	<ul style="list-style-type: none">● Electronic communications promote educational excellence and reflect intellectual activities● Follow the general communications guidelines listed in the Acceptable Use Policy● Review and adhere to Social Networking Policy (IJNDD-1)
Safety	<ul style="list-style-type: none">● Never share private information about yourself and others● Take precautions to backup vital files and report TimeMachine backup errors promptly● Report all issues and concerns to administrators

Acceptable Use Form

Name (Print): _____

Position: _____

I have read the Shutesbury Elementary School Acceptable Use Policy and agree to use the District's network access in an appropriate and responsible manner by complying with District policies and all relevant laws and restrictions. I understand that violation of these policies and procedures is unethical and may constitute a criminal offense and that my access privileges may be revoked and disciplinary and/or legal action may be taken.

Signature: _____

Date: _____

Principal: _____

Date: _____

This form will remain in effect while employed at Shutesbury Elementary School.