

Staff Internet/Computer Acceptable Use Policy

Internet services are available to all staff Members of Global Educational Excellence in any of the school facilities under its management, for the purposes of instruction, curriculum support, and professional communication. E-mail, network, and Internet access is to be used by all staff for these purposes.

Staff members are expected to conduct themselves ethically, and be mindful of all applicable laws and regulations. They should be familiar with procedures for accessing email and/or the Internet, and have participated in training provided by GEE or other appropriate sources.

Staff members need to exercise sound judgment and responsibility when giving students assignments using the Internet as a resource. Students should have specific information objectives, and/or search strategies formulated before the access the Internet. The staff member initiating the assignment must diligently supervise students using the Internet to prevent unacceptable or inappropriate use of this resource. This supervision should be understood to mean continuous monitoring of students in computer labs, classrooms or media centers. GEE policy states that all students must have a signed Acceptable Use Policy form on file before they are allowed to use the Internet independently.

The following are unacceptable uses of e-mail/Internet by staff members who access the network through school accounts, using school owned equipment, and may result in the revocation of Internet privileges, or depending on the nature of the offense, termination of the At-will contract.

Unacceptable use includes but is not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene, harassing, or insulting language
- Violating copyright laws or fair use practices
- Trespassing in others' folders documents or files
- Using the network for commercial or political purposes
- Using the network to access inappropriate materials
- Intentionally damaging computers, computer systems, or computer networks
- Using other's passwords
- Indiscriminate personal use – Purchases, personal emailing, or "instant messaging"
- Downloading software without permission of school administration or network technician.
- Other behaviors in violation of GEE policy, state statutes or federal laws

Communication over networks is not considered private. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity. GEE reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. Network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use. School email addresses will be deleted within one week of employment termination. A notice email will be sent as a reminder.

Staff members need to show this same judgment when using the school computers. Staff members should understand that they are the primary users of each system, and should only be used on-site at the Academy. Teachers are primarily responsible for all materials on their computer.

Staff Internet/Computer Acceptable Use Policy – SIGNATURE MANDATORY

Name: _____

Position: _____

School: _____

I have read the GEE Staff Internet Acceptable Use Policy. I agree to follow the rules contained in this policy.

Signature: _____ Date: _____