

Acceptable Use Policy for Staff of The Education Cooperative (TEC)

General Policy and Guidelines

The Education Cooperative will provide and support technology to enhance teaching and learning for TEC employees. All employees shall use the equipment in a responsible, efficient, ethical, and legal manner for TEC-related purposes in the performance of job duties. All computers are the sole property of The Education Cooperative. All hardware, software, files, and documents contained therein are considered to be exclusively the property of TEC.

In many situations, employees of The Education Cooperative use networks within school districts. In this case, employees are expected to follow the same guidelines as the hosting district. The Internet is to be used for constructive educational and work related purposes only. The use of the technology is a privilege. The user is responsible for what s/he says and does on the TEC network. TEC staff should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. TEC staff is advised never to access, keep, or send anything that they would not want made public. TEC has the responsibility for supervision, safety, and delivery of education; therefore TEC retains the right to inspect all electronic data and communications in the network at any time.

These are guidelines to follow:

1. Acceptable uses of the technology are activities that support classroom teaching and learning, and career development.
2. There shall be no anonymity in the use of the network. All users must log in to the network with their given name and password. No other user may use the network under that account.
3. There are unacceptable uses of the network. These can be classified into two categories: illegal and prohibited.
 - Illegal activities will be referred to the appropriate law enforcement agency and include: obscenity, libel, threats, hate postings, sexual harassment, and copyright violations.
 - Prohibited activities include: pornography, profanity, plagiarism, commercial use, political campaign purposes, and posting anonymous messages.
 - Installation of software, shareware, or freeware must be approved by the Administrator of Instructional Services and installed by TEC technology support staff.
4. Personal correspondence should not be written on TEC computers or on TEC email accounts
5. Staff will not download software or open Email attachments that look suspicious or are from unknown/untrusted sites.
6. Forwarding chain email is a violation of TEC computing policy. Phrases in the subject line can usually identify chain email, such as "Forward - do not delete," "don't break the chain," etc.

The above lists are not to be viewed as comprehensive, but explanatory.

Any employee who violates this policy will be subject to disciplinary action, up to and including discharge. Illegal uses will result in referral to law enforcement authorities.

Further questions should be directed to the Administrator of Instructional Services.

Staff User Agreement

As a member of The Education Cooperative staff, I have read and agree to comply with the TEC Acceptable Use Policy. I understand that this acknowledgement form will be retained in my personnel file.

Name: (print) _____

Signature: _____ Date: _____