

### **ACCESS TO DIGITAL RESOURCES**

- All computers are the sole property of the Worcester Public Schools. All hardware, software, files and documents contained therein are considered to be exclusively the property of the Worcester Public Schools.
- Any unauthorized non-educational use of these resources for personal or business purposes may be cited as a violation of the Worcester Public Schools Policy and may result in possible loss of computer access privileges and/or disciplinary action to the persons or department found in violation.
- Any employee who knowingly misuses the system, including, but not limited to, loading unapproved software which corrupts the system or in any way causes system corruption, may be subject to disciplinary action.
- The Worcester Public Schools reserves the right to remove from the Educational Computer Network at any time, any computer system, hardware, or software which is deemed to be a security risk or is found to be the source of any intrusive hardware, software, or virus.
- Internet use within the Worcester Public Schools Educational Network is for educational research purposes only. Please refer to the WPS Worcester Acceptable Use Policy and EdNet Manual for any and all use of the Internet within the Worcester Public Schools.

If you have additional questions about these guidelines please contact your supervisor or the Chief Human Resources Officer, at 508-799-3020.

### **Acceptable Use Policy for Worcester Public Schools Staff**

The Worcester Public Schools is pleased to offer staff access to a computer network for Internet use. Access to the Internet and email will enable staff to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Staff should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The Internet is to be used for constructive educational purposes only. A filtering system is in place that attempts to deny access to educationally inappropriate sites. It is important to understand that no solution is perfect and at times educational sites may be incorrectly blocked, and conversely, inappropriate sites might not be blocked. The staff is advised never to access, keep, or send anything that they would not want made public.

**Privacy** - Drives and files may be reviewed by network administrators occasionally to maintain system integrity.

**Storage Capacity** -- Users are expected to remove or delete unused files or other material that take up excessive storage space.

**Software Installation** – Commercial software, shareware, or freeware will not be downloaded or installed onto network drives unless approved by the principal and installed by the on-site contact person. Any software that interferes with the operation of the WPS network will be removed.

**Inappropriate Materials, Language, or Usage** – No impolite, profane or threatening language should be used. A good rule to follow is never view, send, or access materials that you would not want to be made public. The WPS disk space or Internet will not be used for any commercial purposes.

These are guidelines to follow:

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or cause harm to the network in any way.
3. Do not install any software, shareware, or freeware without going through the contact person.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not waste limited resources such as disk space or printing capacity.
7. Do not trespass in another's folders, work, or files.
8. Do not use WPS email or Internet access for any commercial purposes or personal announcements.
9. Do not use WPS email to broadcast announcements or messages to multiple-user groups without prior approval of building or network personnel.

### **STAFF USER AGREEMENT**

As a member of the WPS staff, I have read and agree to comply with this policy. I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_