Hopkins Public Schools Acceptable Use For Board Member, Employee, Volunteer, or Any Constituent of the District

Usernames and Passwords:
Your username and password is used to protect you and your documents from being accessed by students as well as other colleagues. Logs are maintained on the network so that in the event of vandalism, the perpetrator can more easily be found. While you are logged into the network, you are responsible for what occurs.

- Do not allow students and other staff members to log into the network with your username and password for any reason.

- Do not share your password with anyone other than system administrators.

- Do not allow students to log into the network using another user's username and password.

- Log off the network when you are done using the computer to prevent others from tampering with your documents or misusing the system with your account.

Etiquette:
Everyone is expected to follow general etiquette rules when using the technology of Hopkins Public Schools.

- Be polite. Do not get abusive in your messages to others.

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- Do not engage in activities that are prohibited under state or federal law.

- Do not use the technology in such a way that you would disrupt the use of the technology by other users.

Vandalism and Theft:
The technology equipment, as well as the data in which it holds, is considered property of the district. Vandalism to these materials is a crime that may be dealt with by the police.

- Do not intentionally damage any technology equipment within the schools.

- Do not intentionally create or spread computer viruses on any computers located in the schools.

- Do not intentionally delete or modify the district's or other user's documents, data, or software.

- Do not remove technology equipment from the schools without consulting the system administrator first.

- Do not abuse the phones with numerous personal calls.

Internet Use:
The Internet can be a very powerful tool in education. It contains an ever growing and changing amount of educational materials. Unfortunately, the Internet also contains material that can be offensive, inappropriate, and/or incorrect. For this reason, it is important that students are closely observed when using the Internet.

- Use the Internet for educational purposes only. Avoid personal use of the Internet. Personal use includes, but is not limited to, use of the Internet for commercial advertising or political lobbying, gambling, personal research, or playing of non-educational games.

- Check the accountability of the page's owner before using any information found online as fact.

- Do not transmit any illegal material. This includes copyright material, threatening or obscene material, or material protected by trade secret.

- Avoid inappropriate sites on the Internet. This would include sites containing pornography, criminal activities, terrorist acts, or information pertaining to construction of explosive devices.

- Avoid sending any message that includes personal information, such as a home address, phone number, credit card number, or social security number, for yourself, or any other person.

- Always use language that is appropriate and respectful when sending messages across the Internet. Remember that you are a representative of your school and district when you are online.

- Do not leave students alone while they are using the Internet.

Copyright:
It is a federal offense to duplicate copyrighted materials without authorization of the holder of the copyright.

- Do not install or copy software on any computer without prior consent from the system administrator.

- Do not use copy other people's work without prior consent. Be sure to give credit to the person from whom you have borrowed the information.

Name_____Position _____

School or Department_____

I understand and will follow the guidelines listed in this document **_and Hopkins Public Schools Acceptable Use Policy._** I understand that the use of technology is a privilege, and inappropriate use will result in the loss of that privilege and/or disciplinary action.

Signature_____Date_____

Approved: 4-16-01