

## **Personal Responsibility**

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network or computer hardware and be the custodian of all licensed software. A "staff user" is defined as a teacher, staff member, or any other individual who accesses and uses DYS computers.

## **Acceptable/Unacceptable Uses of Computers & Internet**

**Acceptable:** Educational Purposes Only. DYS and the Provider are providing access to its computer networks and the Internet for ONLY educational purposes. If you have any doubt about whether a contemplated activity is educational, you are to consult with the teacher or other educational staff designated by the Provider to help decide if a use is appropriate.

**Unacceptable Use for all Parties:** The uses that are considered unacceptable and which constitute a violation of this policy include, but are not limited to, the following:

1. Using the technology equipment/Internet for other than educational purposes;
2. Using the technology equipment/Internet for recreational purposes;
3. Using the technology equipment/Internet for financial or commercial gain;
4. Using the technology equipment/Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
5. Attempting to gain access or gaining access to materials which are harmful to minors as defined by Arkansas law;
6. Attempting to gain access or gaining access to unauthorized resources, student records, grades, or files;
7. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
8. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an e-mail, blog, message board, or profile;
9. Providing computer/Internet access to unauthorized individuals;
10. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
11. Posting anonymous messages on the system;
12. Wasteful use of limited resources provided by the school including paper;
13. Making unauthorized copies of computer software;
14. Theft or vandalism of data, equipment, or intellectual property;
15. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
16. Installing or downloading software, programs, files, music, etc. on DYS technology equipment without prior approval of Information Systems Coordinator or his/her designee.
17. Introducing a virus to, or otherwise improperly tampering with, the system;
18. Degrading or disrupting equipment or system performance;
19. Creating a web page without proper authorization;
20. Failing to obey school or classroom technology equipment/Internet use rules; or
21. Taking part in any activity related to technology equipment/Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of DYS or any of its schools.

**BLOGS, CHAT GROUPS, MESSAGE BOARDS, PROFILES, DIGITAL LOCKERS, EMAIL, SUBSCRIPTIONS, INTERNET GAMES and RADIO, AND STREAMING MUSIC ARE STRICTLY OFF LIMITS.**

**Failure to follow DYS Policy and Staff Computer Usage Document**

A user who violates this policy shall, at a minimum, have his or her access to the computer network and Internet terminated and the Provider may take disciplinary action which may include termination in the education system. Further disciplinary measures may also apply in accordance with the state and federal laws.

**Staff (Certified and Classified) Computer & Internet Usage/Safety Policy**

The Division of Youth Services (DYS) is pleased to make available to its staff access to an interconnected computer network and to the Internet as a tool for education. DYS is the owner of all computer hardware and the custodian of all licensed software. A “staff user” is defined as a teacher, staff member, or any other individual who accesses and uses DYS computers.

In addition to acceptable and unacceptable uses detailed in the general policy section of this agreement, staff members are responsible for supervising student use of computers.

1. Staff members will allow students access only when they have a valid educational purpose, and avoid leaving equipment accessible to unsupervised students.
2. Staff members will not allow any student to use their computer when they are logged in or allow any student to access the Internet without direct supervision.
3. Staff members will not allow students to use staff accounts and should not store passwords where they are accessible.
4. Staff members will promote responsible use of computer and Internet access.
5. Staff members shall at all times, by their personal conduct, establish a high standard of behavior for students to model, including their usage of computer resources.
6. Users shall not attempt to modify system facilities in any way.
7. No personally owned portable electronic devices shall be connected to the DYS computer network at any time.
8. Staff users shall not engage in conversations through e-mail or instant at any time Users are not permitted to conduct a business using any school technology resources on or off campus.

The Division of Youth Services and/or Provider reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information or files shall be and remain the property of DYS and no user shall have any expectation of privacy regarding such material. Transmitting information about students in an e-mail could be a violation of FERPA (Family Education Rights and Privacy Act) if that information is accessed by persons who are not authorized to view such information.

***EVERY PROVIDER STAFF MEMBER MUST READ AND SIGN BELOW:***

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or misuse my access to the DYS computer network and the Internet, I understand and agree that my access privilege may be revoked.

Employee's Name: (print) \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_