

Plaquemines Parish School Board

EMPLOYEE TECHNOLOGY ACCEPTABLE USE POLICY

The Plaquemines Parish School Board provides technology resources to its staff for educational and administrative purposes. The goal in providing these resources is to promote excellence in Plaquemines schools through the use of technology. This policy governs the use of all PPSB technology-related resources such as computer equipment, Intranet, Internet, and electronic mail. Employees shall be responsible for the appropriate, efficient, ethical and legal use of technology and shall utilize the district's resources only for purposes related to education. Such use is a privilege that may be revoked at any time for cause.

- ❑ Employees should be aware that computer files, activities, and communications over electronic networks are not private. To ensure proper use, the PPSB technology department can and will monitor the districts' technological resources at any time.
- ❑ Employees must log off or close applications when not present at the computer.
- ❑ Employees must not access, assist, or allow others to access equipment, files, passwords, user codes, or information without authorization. A teacher must NEVER give a student his/her password because of sensitive school and student information.
- ❑ Employees supervising students accessing the Internet/district network are responsible for monitoring students to ensure that students are using technology appropriately.
- ❑ Employees must not use PPSB technology equipment or network for personal use or gain outside of educational purposes during instruction/work time, e.g., non-PPSB email, unapproved software, games, etc.
- ❑ Employees must conduct themselves appropriately on the Internet/district network and respect the copyrights, software licensing rules, property rights, privacy, and prerogatives of others.
- ❑ Employees must not send or receive, or display any offensive or disruptive messages. Among those considered offensive are any messages that contain sexual implications, slander, racial slurs, gender slurs or insults, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- ❑ Employees must not knowingly use the Internet/district network to violate any state or federal laws. Use of the Plaquemines Parish School Board resources for illegal activity is grounds for immediate suspension followed by due process hearing which may end in dismissal.
- ❑ The display of any kind of sexually explicit image or document is a violation of the Plaquemines Parish School Board policy on sexual harassment and may be grounds for dismissal.

Willful violation of these rules/responsibilities will result in disciplinary action from the school and/or district.

I have read, understand, and agree to abide by these acceptable use policies.

Print Name

Signature

Date

Approved by Plaquemines Parish School Board March 14, 2005.