

**Whitley County Consolidated Schools
Staff Acceptable Use Agreement**

Must be signed and returned to the school office

All Staff Members:

I have read and understand the Technology Use Guidelines in the WCCS Handbook. I agree to abide by these guidelines and the following:

- **WCCS Programs and Equipment:** Staff may not acquire equipment, software, or services without prior approval through technology software and hardware request forms. Staff may not copy, change, or transfer any software without central office approval.
- **On-line activities:** Staff may not sell any personal goods or services through any WCCS web pages or email. Users may not use the network for commercial activities or product advertisement.
- **System Resources:** Do not use the network in such a way that would waste system resources or disrupt the use of the network by others, such as, but not limited to, posting chain letters or spamming (sending an annoying or unnecessary message to a large number of people). "Staff-All" may be used only for WCCS business. Staff members are responsible for shutting down all computers and turning off monitors at the end of each day.
- **User Accounts:** Do not login under another staff member's ID or access another staff member's files, information, or software. Keep all passwords secret and contact a WCCS administrator immediately if another person has learned your password. No student or guest teacher will be allowed to use a computer logged in as a staff member.
- **Piracy:** Only WCCS Technology staff or their designee may install Software to WCCS equipment.
- **Unacceptable Uses:** Users will not use excessive data storage or network bandwidth for non-school related purposes. This includes unauthorized file downloads, Internet radio or video, peer-to-peer file sharing, chat rooms, games, instant messenger services, or the transfer of unusually large or numerous files or e-mail messages.

I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User Name (please print): _____

Signature: _____ Date: _____