

ACCEPTABLE USE

Many of the guidelines for acceptable use of computer and network resources for staff are clearly the stuff of common sense. The Board of Education has adopted a specific policy and regulation governing employee use of the district's networks, the internet and email. Staff members are obviously expected to observe the same rules of etiquette for electronic communication that apply to all other speech and writing in the school context. Clearly, staff members are expected to use technology resources cooperatively and conservatively. However, in order to protect the town's investment in technology (currently more than 1,300 computers) and in order to insure maximum availability of our resources, several guidelines require separate attention.

Use school computers, software, and systems for schoolwork. Use personal systems for personal business.

Go to training, learn the technology and use the tools; they are essential to our business.

Use the technology staff for technical support and targeted training. Use the Helpdesk shortcut on your desktop to generate a helpdesk ticket for assistance with malfunctioning hardware or software and network support. For any Education Technology training requests, please use the "Ed Tech Training Request" shortcut on your desktop and complete the request form.

All software downloads require approval. There is a basic software setup on your machine. If you want to add programs, complete and submit the "Software Apps Request Form," which can be accessed using the shortcut on your desktop. You will be notified if the request has been approved or rejected.

DO NOT install software that students bring from home.

If you do not see the virus checker icon in the system tray (Windows desktop next to the time-of-day) or if the icon has a red slash-mark through it, contact helpdesk immediately.

DO NOT open any attachment to e-mail which ends in any of the following filename extensions:

.exe	.com
.bat	.pif
.shs	.scr
.vbs	

These are "executable" files and, as attachments to e-mail, are almost certainly sources of viruses.

Install a self-updating virus checker on your home machine. If you received a virus checker with your new computer, make sure that you renew your license annually and that periodic updates are being properly installed.

DO NOT mass forward e-mail.

DO NOT mass forward virus warnings. Virus warning messages that say, with high alarm, "Forward this to everyone you know!" are almost always hoaxes. Unfortunately, some hoaxes are as dangerous as real viruses! If you receive an e-mail virus warning from anyone but IT, do not forward the message; check with IT for verification of the threat.

Federal law (Protecting Children in the 21st Century Act, 2008), requires that you teach students about "appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response." While this is part of the Computer Science Curriculum, it is required that all teachers reinforce this important knowledge.

Teach students the rules of acceptable use and actively monitor students to enforce those rules. All students should understand the basic rule that "school computers are for schoolwork." Students in computer labs, like students in Chemistry labs, require supervision to make appropriate, safe, and effective use of the system.

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<https://ncdpi.instructure.com/courses/1276/pages/copyright-support>

Read and react to all IT e-mail. Sometimes it is technical; sometimes it is complex; but it is always important.