

Staff Technology Access Use & Supervision Policy

Technology Access Use

The computers, electronic media and services provided by Pojoaque Valley Schools are primarily for educational use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-educational purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their educational purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege. That includes the following:

1. Obscene, sexually explicit or pornographic pictures stored on computer or removable media.
2. Defamatory or threatening messages (chat, email...etc) towards any employee, student and community members
3. In violation of any license governing the use of software (ex. Illegal download of software(s), pirating of music and video...etc)
4. Engaged in for any purpose that is illegal or contrary to Pojoaque Valley School District policy or community interests.
5. Removing and/or changing the Local Administrative password, which is used by the Technology Department to help with remote assistance and proper troubleshooting as needed by the Technology Staff.

Staff is expected to treat the technology given to them as if it is their own property and not damage or exchange parts to either improve or limit their capabilities.

In order for the above expectations to be met, the Technology Department reserves the right to confiscate, audit and evaluate the use of those technologies at any time for any reason and without notice.

Supervision

Access to the Internet and/or Network resources is an important part of a student's achievement in the Pojoaque Valley School District. Access

to those resources is protected or secured to the Technology Department's best abilities.

Even though the Technology Department does its best to stay on top of blocking inappropriate materials, there are times where those methods can fall behind and therefore Pojoaque Valley Schools relies on monitoring and supervision of Network/Internet access by staff members to prevent student abuse of such resources.

Staff members whose work area or classroom is connected to the Network, which therefore is connected to the Internet; are responsible for supervising the use of those connections and for monitoring the appropriate use of materials accessed. All staff members are responsible for taking an active role in the monitoring and supervision of student access to network resources and the Internet. Staff also has a responsibility to supervise the physical use of such technologies and report abuse of such equipment to proper Administration.

I, _____, have read the above Technology Use and Supervision statement, and agree to abide by its provisions. I understand that violation of the provisions stated in the policy may result in suspension or revocation of network access and related privileges, and could lead to district disciplinary action.

Signature: _____ Date: _____