

Exhibit A

ACCEPTABLE USE AGREEMENT – STAFF

Passaic Public Schools encourages staff to use a variety of technologies to enhance teaching and learning and professional efficacy. To ensure the privacy and safety of our staff, and to protect data and our resources, we ask staff to become familiar with board policies 6142.10 Internet Safety and Technology and 4119.26/4219.26 Electronic Communication that have been established for technology use in the district and appropriate electronic communication between school staff and students. Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

Passaic Public Schools Rights & Responsibilities

It is the policy of the Passaic Public Schools to maintain an environment that promotes ethical and responsible conduct in all computer/network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Passaic Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Passaic Public Schools retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Passaic Public Schools owned equipment and, specifically, to exclude those who do not abide by the Passaic Public Schools' acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Passaic Public Schools reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities:

1. Respect and protect their privacy and the privacy of others:
 - a. Use only assigned accounts;
 - b. Keep personal information such as: name, address, phone number, etc., offline;
 - c. Keep passwords secret, including Network passwords. Only district issued devices are allowed to connect to the school Network;

ACCEPTABLE USE AGREEMENT – STAFF (exhibit a continued)

- d. Have permission prior to photographing, videotaping, or recording other individuals and to subsequently posting these images or videos to the Internet or sharing via digital mediums.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices. Understand that the device may collect and record information on staff use and activity;
 - b. Conserve, protect, and share these resources with other staff and Internet users;
 - c. Passaic Public Schools is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices;
 - d. Treat digital technologies with care, report any damages, security risks or violations to an administrator and the Division of Information Technology.
 3. Respect and protect the copyrighted/intellectual property of others:
 - a. Cite all sources appropriately;
 - b. Follow all copyright, license and trademark laws;
 - c. Use electronic communication devices appropriately to assure academic integrity.
 4. Respect and practice the principles of community:
 - a. Communicate only in ways that are appropriate, kind, responsible, respectful and lawful;
 - b. Use electronic communication devices for educational purposes only;
 - c. Agree not to submit, publish, display or retrieve/download any inappropriate material;
 - d. Report threatening or offensive materials to an administrator.

The use of information and communication technologies at Passaic Public School District is a privilege, not a right. I understand that should I commit any violation, I am subject to the district and school disciplinary code as well as applicable federal and state laws.

For a detailed explanation, the Internet Safety and Technology policy (6142.10) is also available on the district web site: www.passaicschools.org.

I have read and agree to the **Passaic Public Schools Acceptable Use Policy and Procedures.**

Staff Name (Print): _____

Staff Signature: _____

Date: _____

First Reading:	December 19, 2016
Second Reading:	January 30, 2017
Adopted:	January 30, 2017