



## **WEBster-Net Acceptable Use Procedure**

Technologies are continually changing the way we access, disseminate and transfer information. With this access to valuable and appropriate resources comes access to information which may be considered inappropriate. Staff are responsible for setting and conveying standards that should be observed while using media, communication, and information sources including but not limited to web pages, blogs, message boards, forums, etc. The following expectations assist teachers in their efforts to guide students through the process of using technology to enhance the learning process in ways that are consistent with the district curriculum and policies. Internet access through WEBster-Net is a privilege, not a right. The district administrators deem what constitutes appropriate use of technology and act accordingly to provide or deny access to staff or students. Users must follow the expectations outlined in this procedure.

All staff are expected to abide by the following:

1. Individual users are responsible for their access to the network, or access they provide students and others.
2. Use of accounts must be consistent with the educational goals and curriculum of the district.
3. Transmission of any material in violation of any laws including those pertaining to copyright, libelous, and threatening or obscene material is prohibited.
4. Network use for commercial activities by for-profit organizations, political lobbying, product promotion, personal gain or illegal activities is strictly prohibited and could be subject to prosecution.
5. Student access to WEBster-Net must be supervised by staff.
6. Staff members are responsible for monitoring and/or filtering all comments and information on hosted blogs, forums, message boards, emails, websites, etc. The staff member is responsible for all posted content. Additionally, staff members will monitor and address e-mail correspondence in a timely manner.
7. Do not reveal your personal address or phone number, or that of others when using WEBster-NET.
8. Do not, under any circumstance, give your password and username to any other person. [exception: completion and submission of signed procedure form.]

9. Do not communicate any credit card number, bank account number, or other financial information while using WEBster-Net.
10. Abusive messages of any kind are prohibited.
11. Do not use the network in any way that would disrupt its use by others.
12. All student comments must be approved and manually posted by the hosting staff member.
13. Follow all expectations articulated in the media exclusion form.
14. All employees will annually sign a copy of this policy by September 30<sup>th</sup> and submit this form to the Director of Technology.

Full compliance with these guidelines is expected of every WEBster-Net user and every staff member of the Webster Groves School District. Electronic mail is not guaranteed to be private. The administrator of WEBster-Net does have access to all mail. The district reserves the right to monitor and will archive network activity to ensure compliance with its rules, expectations, and procedures. Violation of any of these expectations could result in loss of access and/or further disciplinary action up to and including suspension and dismissal.

As an employee of the Webster Groves School District, I have read, understand, and agree to comply with the WEBster-Net Acceptable Use Procedure.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

User Name (e.g., lastname.firstname—please print): \_\_\_\_\_

Work location: \_\_\_\_\_

Job Title: \_\_\_\_\_

Password: \_\_\_\_\_

**(Passwords must be at least eight characters, use at least one uppercase letter and one number)**

-----FOR OFFICE USE ONLY-----

- E-mail
                 
  GAFE
                 
  InnerNet
                 
  ListServ

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