

Policies

Newport Public Schools

No. 6397

Instruction – Instructional Resources and Materials – Acceptable Use Policy: Computer, Technology, Internet and Google for Faculty, Staff, and Students

Page 1 of 2

This policy governs the access and use of all means and methods of communications including but not limited to telephone, voice mail, electronic mail, mail, computers, handheld devices, mobile phones, faxes and the use of the internet, sent by or received by a member of NPS community (staff, scholar, parents, volunteer, students) using Newport Public School communication and computer systems ("Systems"). This policy also applies to the electronic disclosure of student information, such as names, photos or videos.

The use of these systems is intended for business use only. Use of these systems for any other reason is prohibited. All information transmitted, received or stored using these systems is the property of the NPS. Newport Public Schools' management reserves the right to monitor its systems and the content, including all emails. You should not have an expectation that the information in the system, or in any system at NPS or at all connected to NPS, is confidential or private.

You may not use our systems in any way that may be seen as offensive, harmful, insulting or disruptive. You may not use the systems to (cyberbully): send derogatory, threatening, insulting or harassing remarks, sexually explicit messages, cartoon, jokes or other potentially offensive material; access pornography or other offensive sites; gain access to others computers; steal computer files, or to damage in any way NPS systems or any other system or computer; or junk mail, or other documents not related to business.

Newport Public School district reserves the right to restrict website access either through content filtering or written notice. **You absolutely may not post anywhere online, particularly to any social networking site, any name or image or video of a NPS student or former student.** Photographs and videos may be posted if a student's parent/guardian has signed the appropriate FERPA form.

Computer software on NPS systems may not be downloaded, copied, reproduced, altered or used by an employee without prior authorization. The violation of copyright laws may result in a fine and imprisonment, as well as termination of employment. NPS will cooperate with software vendors in prosecuting those who violate copyright. NPS prohibits the use of any "pirated" or "bootleg" software on its systems.

You may not store confidential information that includes student, staff, and personal information such as social security numbers, date of birth, address etc. on storage devices

Policies

Newport Public Schools

No. 6397

**Instruction – Instructional Resources
and Materials – Acceptable Use
Policy: Computer, Technology,
Internet and Google for Faculty,
Staff, and Students**

Page 2 of 2

such as flash drives, external portable drives, thumb drives, or CDs, cloud or software service not approved NPS.

Access to NPS communication systems is permitted by using any NPS provided device or you can access the system with your personal device. If at the school/s you may connect your personal device to the **GUEST** data network only to access the communication systems. Any equipment which is brought to school is done so at the risk of the individual. NPS will not be responsible for any lost, stolen or damaged personal property.

Failure to follow this policy may result in disciplinary action up to and including termination of employment.

Receipt of Acceptable Use Policy

I understand and will abide by the Acceptable Use Policy. Should I violate this agreement my access privileges may be revoked and I will be subject to disciplinary action including termination and/or appropriate legal action.

Employee Name (Print): _____

Signature: _____

Student Name (Print): _____

Signature: _____

Parent/Guardian Name (Print): _____

Signature: _____