Information Technology and Telecommunications Systems USER GUIDELINES – Acceptable Use Agreement (Staff)

Manassas City Public Schools provides computer equipment, computer services, networks; including computer Internet access and telecommunications devices for educational and business purposes only. These services are provided to improve learning, teaching, and administration through research, collaboration, dissemination, and use of materials and resources. To use MCPS computer and telecommunications resources, all employees must:

- Agree to the MCPS Computer and Telecommunications Systems user guidelines

Acceptable use of the computers and networks are for activities which support learning and teaching. Examples include:

- Use of Manassas City Public Schools local access networks, wide access networks, stand-alone computers and software resources to support the learning program;
- Access to Internet resources such as the Library of Congress, NASA, information services, i.e., Washington Post, library catalog;
- Access to electronic mail to correspond with employees, parents, scientists, authors, etc.;
- Collaborative work with other schools throughout the world.

With the privilege of computer use and Internet access come certain responsibilities. All employees must agree to:

- Employ appropriate language;
- Avoid offensive or inflammatory speech;
- Adhere to the rules of copyright;
- Respect the rights to privacy of other users;
- Refrain from participating in illegal activities;
- Respect the integrity of computing systems including hardware and software and not participate in illegal activities or download unapproved software;
- Conduct themselves responsibly at all times;
- Inform administrators of any inappropriate conduct that restricts or inhibits any other user from accessing computer/Internet resources;
- Not download or install any software on any computer owned by Manassas City Public Schools;
- Not use the network for any illegal activity or for political, personal financial gain or business activity not on the behalf of Manassas City Public Schools.
- Not knowingly or negligently transmit computer viruses, or fail to scan downloaded files for viruses.

The safety of all Internet users is of utmost importance to the school community. All reasonable precautions will be taken by the school division to limit access to educationally and administratively sound information; however, the school division is not able to fully control materials found on other computer systems.

Employees should use email in a responsible manner in accordance with MCPS Regulation GAB/IIBEA-M-R. Email accounts are secured for administrative and educational purposes. The school division reserves the right to access and review all electronic messages transmitted on any network provided by the school division. All employees will adhere to the following safety precautions while utilizing on-line services provided by Manassas City Public Schools:

- Employees will not create, pursue, or respond to messages or bulletin items that are sexually suggestive, obscene, belligerent, threatening, or that are otherwise uncomfortable in nature;
- Employees will inform administrators of any threatening or unwelcome communications;
- Employees will always adhere to the standards in regard to MCPS Regulation GAB/IIBEA-M-R (section under Guidelines referring to Computer Use, Network Access, Internet and Email Access, WebPage Publishing and Telecommunications).

Telecommunications Systems (i.e. communication lines, telephones, wireless communication devices, and fax machines) are available to conduct Manassas City Public Schools business only.
All employees must agree **NOT** to:

- Make long distance personal calls made from school division telephones.
- Accept collect calls.
- Make or receive excessive personal calls.
- Use MCPS telephone resources for commercial or financial gain or conduct business related to outside employment or business ownership.
- Damage or destroy telephone equipment or deliberately degrade the system performance, including deliberate infection of telecommunication devices, computers or servers with viruses.
- Disclose a voicemail password to another employee or student, or attempts to disclose or discover another employee’s voicemail password.
- Use the telecommunication device and or any attached equipment to obtain and or to distribute illegally duplicated and distributed digital music, video and or software from copyrighted sources.
- Use the telephone equipment for illegal, inappropriate, subversive or obscene purposes or activities.

Employees violating any of the responsibilities or safety precautions can expect:

- Warning and or
- Restricted computer/Internet access;
- Loss of computer/internet privileges;
- Possible disciplinary action up to and including suspension and/or termination of employment;
- Legal action to include but not limited to criminal prosecution under appropriate state and federal laws.

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I have read the MCPS Acceptable Use Agreement. I understand that computer usage, telephone services, and network access including Internet access is for administrative and educational purposes only. I understand that I must adhere to the principles and procedures outlined above.

I also understand that failure to adhere to the guidelines may result in the loss of some or all computer and telecommunication privileges and be subject to additional disciplinary action depending on the nature of the violation. I am aware that Manassas City Public Schools has the right to monitor the computer activities and telephonic records of employees and am informed that an Internet filtering system is in place to ward off access to inappropriate content as a result of Internet usage. Finally, I understand that failure to return this agreement may result in the suspension of my computer privileges.

________________________________________  ____________________________________      ______________
Employee Signature                    Full Name (printed)    Date

Note:  Original copy to be retained at school or location assignment
Please retain a copy for your records.

Manassas City Public Schools