

**INSTRUCTION**

**Computer Network, Internet Safety, and Technology, Access/Use Rules and Regulations**

**Staff Technology Guidelines**

**Internet Usage and E-mail:**

- All staff members must have a signed copy of the Acceptable Use Policy on file with the District Office.
- Staff members must supervise student use of technology at all times. Students in grades K-4 will not be allowed to search the Internet without direct adult supervision. Teachers will select specific sites. Fifth through eight grade students will be allowed to do purposeful searches for specific projects with teacher permission and under direct adult supervision.
- Use of the Internet is restricted to sites related to curricular and educational topics.
- Staff must use caution when posting information and pictures to the Internet. Children should never be identified by name in material to the Internet.
- District e-mail should not be used to send inappropriate or potentially libelous material. Please remember that the user's signature and school name are included on all e-mail sent outside the district.
- Personal Internet use must be used in an appropriate manner and used only during non-instructional time.

**Software:**

- If a computer must be restored, the District will not be held liable for lost data.
- Graphics, music and video clips may be downloaded for use with curricular projects so long as downloading or using them does not violate any copyright.
- Software installation, updates and upgrades may not be downloaded or installed without the knowledge and consent of the Director of Technology.

**Network and General Computer Usage:**

- Staff data, e-mail, WebPages and all other files stored on Bannockburn School District servers and computers can be accessed by district appointed personnel.
- All important files should be backed up to the network to avoid lost data.
- An unauthorized computer usage should be directed to the District Technology Director and/or the Principal.