

**ADMINISTRATIVE  
REGULATION**

**COMPUTER USE GUIDELINES FOR STAFF**

**Introduction**

The Gateway School District provides computer technology and network connectivity to improve the processes of teaching and learning as well as facilitate improvements in communication between all members of the learning community.

In order to obtain access to technology resources, staff members must first read and understand the following computer use guidelines. This is a non-inclusive list and is not intended to limit the applicability of any other District policy or discipline procedure.

**Acceptable Uses of District Technology and Networks**

1. Use of Gateway School District computer technology and networks is contingent upon a signed copy of the Computer Use - Statement of Understanding.
2. School district computer technology and network connectivity are provided to allow access to the Internet, software, and electronic resources for educational purposes only. This includes classroom activities, internal and external job-related communication, scholarly research activities, and the electronic exchange of education-related ideas, opinions, and inquiries.
3. Users must respect disk space limitations. Users are responsible for deleting old and unused files that may take up excessive amounts of storage space.
4. Material created and/or stored on the system or network is not guaranteed to be private. Network administrators may review the system periodically to ensure that the system is being used properly and that resource limits are being observed. For this reason, users should expect that communication, files, WebPages and other work that is created, sent, or received using the network or when using District technology equipment may be viewed by a third party. Some electronic communication using technology is also required to be disclosed, upon request, under the Pennsylvania's Open Records Law.
5. Users must keep their passwords private at all times. Accounts and/or passwords may not be shared.
6. Users will follow appropriate computer use procedures, including proper startup, shutdown and sign-in.
7. Users are expected to adhere to the safety guidelines listed below.

**Unacceptable Uses of District Technology and Networks**

1. Users may not download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. District computer technology and networks may not be used for personal, financial, or commercial purposes. Users may not buy or sell products or services or use District technology resources for personal communication, gambling, social networking, commercial advertising, or political lobbying.
3. District computer technology and networks may not be used for any activity, or to transmit any material, that violates local, state or federal laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or infringing on copyrights.
4. Users may not use vulgar, derogatory, or obscene language on computer systems. Users may not engage in personal attacks, harass another person, or post private information about themselves or another person.
5. Users may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify the network administrator.
6. Users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Users may not attempt to disable, alter, or otherwise circumvent District filtering, firewall, antivirus, or other security measures.
8. Users may not damage, disable, alter, or remove software, hardware, wiring, or peripherals without prior permission from the network administrator. Users may not leave the laptops unattended or desktop computers logged on to password-protected content.
9. Users must keep all food and drink well away from the Gateway School District equipment.
10. Users will not change, or attempt to change, computer settings or system files without prior permission from the network administrator.
11. Users may not copy District software or files. Computer technology is also not to be used to make illegal copies of software or other copyrighted media.

**Content Filtering**

In compliance with the Children's Internet Protection Act (CIPA), the District filters internet content and limits access to potentially inappropriate matter. Teachers who wish to by-pass the filters to access educational resources must use a separate portal and agree to special conditions. Those conditions will include an awareness that the content is not filtered and that access may be monitored, an agreement to not abuse unrestricted access or to hold the district liable for any such usage. In addition, users who violate these conditions will face disciplinary consequences, which, depending on the severity of the infraction, may range from usage restrictions to formal dismissal proceedings.

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**STATEMENT OF UNDERSTANDING - STAFF**

I have read the Computer Use Guidelines above and understand that access and related technology is provided for educational purposes only.

I also understand that violating this agreement may subject me to disciplinary sanctions including warnings, loss of privileges, costs associated with damages or re-imaging, suspension or dismissal proceedings.

Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved. Because of the great variety of situations that may arise with the use of technology, the administration reserves the right to decide what course of action will be taken.

I accept full responsibility for my use of this technology and the Gateway School District network, whether in school or working remotely. Furthermore, I understand the consequences of misuse and damage, beyond normal wear and tear, could result in financial obligations and/or disciplinary action in accordance with the District's discipline code and/or the Crimes Code of PA, Section 3933.

Name (please print): \_\_\_\_\_

Position: \_\_\_\_\_

Building: \_\_\_\_\_

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

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