Glendale Union High School District
Teacher, Staff & Administration
Computer/Network Responsibilities & Acceptable Use

The Glendale Union High School District computer and network communication systems are to assist in the collaboration and exchange of information among schools, school offices, parents, students and teachers. The goal is to promote educational excellence in the use of the network system and the Internet. The use of student, teacher, staff or administrative assigned accounts **must** be in support of education and research within the educational goals of the school

Responsibilities for Teachers, Staff or Administration
.
1) Report any misuse of the network to the IT Coordinator. All rules of conduct described in the Student Handbook apply when students are on the network or when using the district computers or software. The student handbook should be used as a guide for referring students to the Assistant Principal for Discipline and Attendance.
2) If you assist in setting up a web based email or chat account for a student, you must notify a parent/guardian that this has occurred. This may be done in a beginning of the year class information packet. If students are using the account for class purposes it is your responsibility to monitor appropriate use.
3) If you teach students how to create web pages and/or how to post web pages on the Internet, you must notify the parent that this has occurred. This may be done in a beginning of the year class information packet. If students are using the webpage for class purposes it is your responsibility to monitor appropriate use.
4) Before posting any pictures of students, student generated work or student names, parent permission must be given in writing. Do not use student last names, addresses or phone numbers.
5) A student's use of the network and Internet requires the acceptance of the Student Contract; you should review the contract with students (it is contained within the student handbook). The IT Coordinator will decide appropriate use of the network. If a student has used the network inappropriately, a teacher, administrator or the IT Coordinator may close an account or limit access (and or software) within an account at any time.

Acceptable Use of Computer/Network systems by Teachers, Staff or Administration
1) Prohibited and unacceptable uses include, but are not limited to:
   a. Transmission of any material in violation of any federal or state laws and/or district policies. Some examples are copyrighted material, threatening or obscene material or material protected by trade secret.
   b. Commercial activities by for-profit institutions
   c. Use of product advertisement or political lobbying
   d. Any use which shall serve to disrupt the use of the network by other users
   e. Any use of another user's account
   f. Allowing another user to use your account or passwords
   g. Attaching any device to the network without approval of the IT Coordinator
   h. Installation of non district supported software is prohibited

2) Security. If you identify a security problem, notify the IT Coordinator at once.

3) You are expected to abide by the generally accepted rules of network etiquette and any school or district policies. Use of the network should be limited to educational uses.