

STAFF ACCEPTABLE USE AND SAFETY FOR TECHNOLOGY  
STAFF USER AGREEMENT AND APPLICATION

**NETWORK USE GUIDELINES (AUP SUMMARY)**

Follow these guidelines to continue using technology, Internet, and email privileges at Youngstown City School District:

1. I will be polite and practice good manners. I will obey the Terms of Use and "house rules" of all sites that I visit.
2. If I come across any information that makes me feel uncomfortable, offends me, or upsets me, I will report the incident.
3. I will be cautious about giving or sending any personally identifiable information about myself - my last name, address, phone number, social security number, school's name, email address, computer passwords, or picture - to anyone or any site on the Internet or via email.
4. I will be cautious about meeting face to face with someone I meet on the Internet or via email.
5. I will not send or accept emails, files, pictures, or other things online from people I do not know or trust.
6. I will not download any files or execute attachments that I did not request or did not expect to receive, even if they're from someone I know.
7. I will check for viruses whenever I borrow a disk or download anything from the Internet.
8. I will never do anything to damage any computer, software, system, or service that I'm using; and I will never send anyone else a file or command that might damage theirs.
9. I will not purposely visit any website that is inappropriate.
10. I will not waste limited resources such as disk space or printing capacity.
11. I will not trespass into anyone's folders, work, or files.
12. I promise to follow these same rules whenever I am on the Internet or using district email, wherever I am.
13. I will not create, upload, download, send or receive material that is inappropriate.
14. I am prepared to be held accountable for my actions and for the loss of computer use and/or Internet/email privileges if I violate these rules.

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**APPLICANT'S INFORMATION – PLEASE PRINT!**

_____	_____	_____	_____
(Mr., Etc.)	(First)	(Middle)	(Last)
Job Title: _____	Educator State ID: _____		_____
Building: _____	Previous District: _____		_____
Business Address: _____	Home Address: _____		_____
Business Phone: _____	Home Phone: _____		_____

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**STAFF'S ACCEPTANCE OF RULES**

As a user of the district's technology, I have read the Acceptable Use and Safety Policy (AUP) and agree to comply with the above stated rules and to use technology in a constructive manner in accordance with the AUP. I understand that violation of those provisions may constitute grounds for discipline and/or suspension or revocation of technology privileges.

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\_\_\_\_\_ (Applicant's Signature) \_\_\_\_\_ (Date)

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**APPROVAL BY YOUNGSTOWN BOARD OF EDUCATION REPRESENTATIVE OR DESIGNEE**

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\_\_\_\_\_ (Approval by Your Building Principal or Immediate Supervisor) \_\_\_\_\_ (Date)

**Note:** Please return this document to the Data Department.

Issued and Approved: 5/23/07  
Revised: 8/11/09, 11/8/10  
Revised: 1/6/16, 1/13/17