

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.

APPLICANT'S INFORMATION – PLEASE PRINT!

(Mr., Etc.)	(First)	(Middle)	(Last)
Job Title: _____	_____		Ohio Credential Number: _____
Building: _____	_____		Previous District: _____
Business Address: _____	_____		Home Address: _____
Business Phone: _____	_____		Home Phone: _____

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.

_____	_____
(Applicant's Signature)	(Date)

APPROVAL BY YOUNGSTOWN BOARD OF EDUCATION REPRESENTATIVE OR DESIGNEE

_____	_____
(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, 1/12/17