



## **CAPE Network Resources Acceptable Use Protocol for Staff**

The CAPE Charter Public School provides resources that support learning and administrative operations for staff. “Network Resources” refers to all resources on CAPE’s network. This includes, but is not limited to, internet access, e-mail, accounts, installed software, personal file storage and hardware attached to the network.

The use of technology is intended to enhance the learning of students. It is intended that the use of computers, laptops, iPads and internet access will provide connections to world-wide resources and facilitate local, regional and world-wide communications. The purpose of CAPE’s internet access and other technological resources is to support and enhance learning and teaching by providing students and staff with the tools necessary to participate in the type of educational activities which will both prepare students for entry into the increasingly complex environment they will encounter in the workforce and will ensure that teachers and other staff have access to the latest research materials.

### **Conditions of Use:**

1. I have read and understand the CAPE Technology User’s Reference Guide supplementary to this form, which identifies the expectations of technology use at CAPE.
2. I am aware of the designated online classroom communication tool for this school year.
3. I understand the elements of Digital Citizenship, network etiquette, and web etiquette.
4. I understand the criteria for selecting websites for my students to use and publish upon.
5. If I discover material on the network that is inappropriate, I am expected to advise the administrator.
6. I will only use my assigned login in the manner intended. This includes addressing network resources assigned to my login. I will not use another person’s files, or username.
7. I am responsible for the security of access (login and password) to network resources. In particular, it is expected that I will not share my password with others nor will I leave a workstation where I am logged in. I am expected to change passwords regularly.
8. I will not affect the operation of network resources through inappropriate use of network resources, malicious activity directed against resources or through unauthorized use of personal data files.
9. I will not publish on the Internet or in publicly viewed files personal information about myself or other network users.
10. It is understood that should I choose to publish personal information about myself on the internet, CAPE would expect that:
  - 10.1. The location of information stored is not shared with students.
  - 10.2. There will be no information linking the staff member to CAPE.
11. If a web resource requires viewers to be part of a “friend list”, the staff member will neither invite nor grant membership to current students or parents of current students. Your actions and the actions of others even if unintentional, that bring disrepute to your professionalism or CAPE can be grounds for reprisal as outlined in #12.
12. Consequences of inappropriate use of network resources could include loss of network privileges, suspension, and financial liability for damages, disciplinary or legal action.

### **Acknowledgement:**

- I have read the supplementary CAPE Technology User’s Reference Guide”.
- I understand the conditions of use.

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Staff Member Name (Print)

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date

