FPS Information and Communication Technologies
Acceptable Use Guidelines and Agreement

By signing below, DISTRICT TECHNOLOGY RESOURCE users (employees, students, and their parent/guardian) agree to always adhere to the following standards and expectations for conduct:

1. **Behave ethically and responsibly when using District Technology Resources.**

   a. Refrain from utilizing proxy gateways or similar technologies to bypass the technology monitoring and filtering.
   b. Handle technology resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized technology resources.
   c. Do not breach or disable network security mechanisms or compromise network stability or security in any way or download or modify computer software in violation of the district technology's licensure agreement(s) and/or without authorization from the Technology Department.

2. **Use District Technology Resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**

   a. Refrain from sending any form of communication that breaches the district technology's confidentiality requirements or the confidentiality of students.
   b. Refrain from sending any form of communication that harasses, threatens, bullies, or is discriminatory.
   c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
   d. Refrain from using social network tools for personal use.

3. **Respect the privacy of others and treat information created by others as the private property of the creator.**

   a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
   b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
   c. Protect the confidentiality and safety of others when sharing work and images. Share, post and publish only within the context of the district *Publishing Guidelines.*
   d. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.
   e. Users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.

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