

**Exhibit A**

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ACCEPTABLE USE AGREEMENT - STAFF

District Computer Access Services: Acceptable Use Policy

Passaic Public Schools encourages staff to use a variety of technologies to enhance teaching and learning and professional efficacy. To ensure the privacy and safety of our staff, and to protect data and our resources, we ask staff to become familiar with board policies 6142.10 Internet Safety and Technology and 4119.26/4219.26 Electronic Communication and regulations that have been established for technology use in the district and appropriate electronic communication between school staff and students. Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication. Your access to the Network and the Internet is provided by Passaic Public Schools. Your use of electronic resources is a privilege extended to you by the district and may be revoked at any time. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the Passaic Public Schools will be regarded as unethical. Specifically, the following guidelines apply to the use of any computer systems, accounts, or network access provided by the district for your use.

- Do not allow other people to use your account. Keep your password a secret. Your password belongs to you alone. Do not even give your password to a computer system administrator. If you think someone knows your password, then you should change it.
- You should never stay logged-on when you leave your computer. This allows someone to use your computer if they walk-up to your screen.
- You must be sure to log completely off the system when you leave for the day. Failure to log off could result in revocation of your computer access privileges.
- Staff members may not share their own passwords with students or allow students to work in systems to which staff have access.
- Only read other people's files if you have permission from the owner to read them
- Computers are for Passaic Board of Education business only.
- Staff members are required to keep district provided devices in good condition and to report any damages immediately to the help desk.
- Staff members understand that instructions regarding the return of the device will be provided by the district.

- Jokes, cartoons, and spam mail should not be sent to other district personnel's email accounts.
- The school district does not condone or tolerate the unauthorized copying or use or licensed computer software. You must adhere to the district's contractual responsibilities and comply with all copyright laws. Anyone who violates this policy may be subject to immediate suspension of system access pending investigation by the Passaic Public Schools.
- An individual engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability.
- No software may be loaded on any district computer without the permission of the System Administrator.
- Use for commercial or for profit activities is prohibited. Use for product advertisement or political lobbying is also prohibited.
- Certain aspects of your use of the electronic environment are being recorded in logs either for the purpose of performance monitoring or for assistance in duly authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs will only be reviewed by authorized district or external law enforcement officials.

**STAFF INTERNET AND NETWORK PERMISSION FORM**

I understand and will abide by the above Conditions, Rules, and Acceptable Use Agreement. I further understand that any violation of the above conditions, rules, and Acceptable Use Agreement is unethical and may be illegal. Should I commit any violation, my access privileges may be revoked, and appropriate action may be taken.

Staff ID: \_\_\_\_\_ Building \_\_\_\_\_

Staff Member's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

First Reading: December 19, 2016  
 Second Reading: January 30, 2017  
 Approved: January 30, 2017

First Reading: July 29, 2019  
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