

**Union 28 Statement Of Responsibilities: STAFF
Leverett Elementary School**

Staff Members of the Erving School Union #28 School District will be given access to technology for educational purposes. All users must follow the established guidelines as stated in the Acceptable Use Policy (document IJNDB in the School Committee Policy Manual, available online at Leverett School.org) in order to maintain the privilege of access to school technology and resources.

The following is a summary of the four guiding principles of the Acceptable Use Policy (AUP):

Respect	<ul style="list-style-type: none">● Use proper online etiquette● Follow plagiarism, copyright, licensing rules● Follow directions for proper technology use
Privacy	<ul style="list-style-type: none">● The District has the right to review all files and activity conducted on Leverett Elementary School's network or on a Leverett Elementary School-issued device
Sharing	<ul style="list-style-type: none">● Electronic communications are respectful, appropriate, protect student privacy (using student initials & grade instead of names) and are used for work-related purposes
Safety	<ul style="list-style-type: none">● Never share private information about yourself or others online● Report all issues and concerns

Annual Acceptable Use Form Acknowledgement for the 2023-2024 school year

I have read the Erving School Union #28 Acceptable Use Policy and agree to use the District's technology in an appropriate and responsible manner by complying with District policies and all relevant laws and restrictions. I understand that violation of these policies and procedures is unethical and may constitute a criminal offense and that my access privileges may be revoked and disciplinary and/or legal action may be taken.

Staff Member's Name (Print): _____

Staff Member's Signature: _____

Position: _____

Date: _____

Principal's Signature: _____

Date: _____