

# Rio Rancho Public Schools Rules of Appropriate Use Staff Form

These guidelines, along with RRPS Board policies, must be followed to prevent loss of network and Internet privileges in Rio Rancho Public Schools.

1. Do not use a computer to harm other people or their work. (Board Policy 913 and 914)
2. Do not damage the computer or the network in any way. (Board Policy 910-914)
3. Do not download or install your own software, shareware, or freeware.  
(Board Policy 911 and 912)
4. Do not violate copyright laws. (Board Policy 910)
5. Do not view, send, or display offensive messages or pictures. Example: Offensive messages or pictures are those you would not share with children or your students. (Board Policy 914)
6. Tell an administrator immediately, if by accident, you encounter materials, which violate the rules of appropriate use. (Board Policy 914)
7. Network accounts are to be used only by the authorized owner of the account. The sharing of passwords is absolutely prohibited. (Board Policy 914)
8. Do not open someone else's folders, work, or files without permission. (Board Policy 914)
9. Do not waste limited resources such as disk space, printing capacity, or network connections (bandwidth).
10. You will be held accountable for your actions. By violating the rules of appropriate use, you will lose network and Internet privileges and be subject to disciplinary action. (Board Policy 914)

**PRIVACY:** Computer storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to insure that staff members are using the system responsibly.

**STORAGE CAPACITY:** Users are expected to delete email or other material that takes up excessive storage space.

**ILLEGAL COPYING:** Staff members should never download or install any commercial software, shareware, or freeware onto network drives, hard drives, or disks. Nor should staff members copy other people's work or intrude into other people's files.

**INAPPROPRIATE MATERIALS OR LANGUAGE:** No profane, abusive, impolite, racist, or sexist language should be used to communicate across the school's network or the Internet, nor should materials be accessed or distributed which are not in accordance with the RRPS Board Policies. All use of RRPS computers, networks, and the Internet must be in support of educational goals.

## Rio Rancho Public Schools User Agreement

As a user of Rio Rancho Public Schools computer networks, I agree to comply with the above stated Rules of Appropriate Use and to use the network and the Internet in a constructive manner.

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Staff Name

Site

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Staff Signature

Date