



## NC WISE Acceptable Use For Newton-Conover City Schools

This Acceptable Use addresses the ethical and appropriate use of NC WISE user logins, resources, the security of information, and the safety of our students, administrators, faculty and staff. The use of passwords in conjunction with unique user IDs is required in order to allow authorized access to the NC WISE information.

Enforcement of these recommendations will be up to the discretion of the Superintendent or his/her designee.

### **Responsibilities of Newton-Conover City Schools NC WISE Users**

Users will:

- Learn and follow the guidelines set forth in this Acceptable Use
- Return an application form signed by the user stating the user has read, understands, agrees and will adhere to all guidelines and assume responsibility for their own actions
- Maintain and adhere to the NC WISE Password and Workstation Standards guideline
- **Users cannot share logins or passwords.**
- **STUDENTS ARE NEVER TO BE GIVEN ACCESS TO ANY PART OF NC WISE!**

### **Safeguarding Information**

All NC WISE users are responsible for safeguarding information. The responsibilities include but are not limited to:

- Keeping user names and passwords private
- Storing files in home directories, on disks or in shared folders on the network servers
- Logging off computer when leaving the computer or
- Locking the NC WISE screen when not in use
- Compliance with FERPA guidelines limiting access to personal student information <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

# NC WISE Acceptable Use

Please return to the Data Manager of your school

User's Full Name: \_\_\_\_\_  
(Please Print) (first) (middle) (last)

School/Department: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

I have read, understand and will abide by the Newton-Conover City Schools NC WISE Acceptable Use. I understand any violation of this Acceptable Use is unethical and may constitute a criminal offense.

User Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>For Official Use Only</b>
Role(s) Assigned: _____
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