

MARYVILLE R-II SCHOOL DISTRICT

MSD Network CONTRACT

Acceptable Use Agreement for Faculty/Staff

The Maryville R-II School District Internet Service has been established through a license agreement with MOREnet. This Computer/Internet usage agreement has been created to inform and protect the students, faculty and staff in our district. In order to use the Internet services available in the Maryville R-II School District, you must read the following information and sign the Computer/Internet Usage Agreement that follows.

The Maryville R-II School District School District's computers/network is intended for the exclusive use of its registered users. ***Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.***

As a user you are responsible for the use of your password and account. Any problems that arise from the use of this account are the responsibility of the account holder. Any misuse may result in suspension of network account privileges and other disciplinary actions up to and including termination. Such conduct would include (but is not limited to) the placing of unlawful information on or through the computer system, accessing or altering another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.

Commercial software is placed on the computers for the use and convenience of students and staff. Any unlawful use (such as the copying of copyrighted material without the express written permission of the owner or the proper license) is prohibited. **Any additional software to be installed must be approved by administration and cleared by the District Technology Team.**

Use of **any** copyrighted material without the express written permission of the owner (music, graphics, text, photos, software, etc.) is prohibited. This includes any material that is downloaded from the Internet as well as hard copy and software.

The district reserves the right to inspect any material stored on any district equipment, in network files and on the district website to which users have access, and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. Users of the computers/internet will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable material. This includes text materials, video, images, sound files, or graphic games that may be considered objectionable.

The district does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free and/or uninterrupted. Nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system. Management of network storage space is the responsibility of the account holder.

Any unauthorized, deliberate action, which damages or disrupts a computing system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction, is prohibited. Any inappropriate use of or display of questionable content on the District Website or any site linked to or associated with Maryville R-II is prohibited.

Staff members that are supervising students who are using Maryville R-II District computer resources and the district website will be responsible for enforcing student acceptable use agreement policies. It is the responsibility of all Maryville R-II staff to read and understand the Student Acceptable Use Policy. Students using district computers/ technologies are to be monitored at all times. ***Staff members may be held accountable for inappropriate use of MSD Network equipment by those under their supervision.*** Staff members should not deliberately circumvent the MSD Network security devices (including the firewall) to obtain access to unauthorized sites/material through proxies or other means.

Devices, including but not limited to, laptops, netbooks, e-readers, iPods/iPads, tablets and cell phones are permitted for staff, students, and approved guests for educational or official purposes only.

Users are prohibited from connecting personal electronic devices to the district's private network via Ethernet cable (hardwire). Personal handheld electronic devices may only access the MSD Network through the district's wireless access and not through personal cellular data plans or other networks available, including other wireless networks and wired networks. Use of other networks constitute employing a proxy server to bypass filters and will be considered a violation of this agreement.

Technical support will not be provided for personal devices. Users must take full responsibility for setting up and maintaining their personal electronic devices. Appropriate anti-virus software must be installed before connecting to the MSD Network. Not all MSD Network services will be available on personal devices.

Use of personal electronic devices is subject to individual building guidelines. Wireless connections (Wi-Fi) may not provide access to all district resources and will be limited by the district firewall and wireless control appliance. Lost, stolen, or damaged devices are not the responsibility of the Maryville R-II School District.

I have read the Maryville R-II School District Computer/Internet Usage Agreement and understand its intent. I agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time, and that they become a part of this agreement. I understand that Internet usage will be monitored at all times. Should I break this agreement, I understand that I may lose all computer/Internet privileges. I also understand that inappropriate or illegal use of computer facilities could result in civil or criminal lawsuits.

Signature of Staff Member _____

Name of Staff Member _____

Please Print

Date _____