

## **Code No. 605.6E2 STAFF ACCEPTABLE USE PERMISSION AGREEMENT**

Electronic information services are available to students, teachers, and staff in our district. Our goal in providing this service is to promote educational excellence by resource sharing, innovation, and communication. The Central Community School District will make every effort to protect students, teachers, and the district from any misuses or abuses of the electronic information service.

Please read this document carefully. This is an agreement for faculty, staff, and adult volunteers associated with our district. Listed below are the provisions of this agreement. If any user violates these provisions, access to network information services may be denied and you may be subject to disciplinary action.

### TERMS AND CONDITIONS OF THIS AGREEMENT

**PERSONAL RESPONSIBILITY.** I will accept personal responsibility for reporting any misuse of the network to the Principal, District Technology Coordinator, and/or Superintendent. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, homophobia or other forms of offensive speech, inappropriate language, and other issues described below.

**ACCEPTABLE USE.** The use of my assigned account must be in support of education and research, keeping foremost the educational goals and objectives of the Central Community School District. I am personally responsible for this provision at all times when using the electronic information service.

- Use and transmission of any material in violation of any laws of the United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use of unauthorized student, parent, district, or financial data is prohibited.
- Use of the network for individual commercial gains is generally not acceptable. Commercial activities by groups within the district must be cleared with the Superintendent of schools or District Business Manager.
- Use of product advertisement or political lobbying is prohibited.

**PRIVILEGES.** The use of the District system is a privilege, not a right, and inappropriate use will result in a cancellation of privileges. The Central Community School District administrators will decide what is appropriate use and may deny, revoke, or suspend a specific user account, either student or staff. Denials, revocations, or suspensions can be based on violations of any policy of the Central Community School District, including discriminatory or harassing behaviors. If a user who has lost permission to access the network wishes to appeal a decision, he/she must write a letter of explanation to the Superintendent.

**NETWORK ETIQUETTE.** You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- **BE POLITE.** Never send or encourage others to send abusive, threatening, or harassing

messages.

- **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of your school and district on a public system. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **RESPECT PRIVACY.** Do not reveal your home address, phone number, or those of students and colleagues.
- **USE OF ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities. Employee network e-mail is legally the property of the District.
- **BE AWARE OF THE POTENTIAL FOR DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.
- **DISTRICT RIGHT.** The district reserves the right to monitor Internet activity at its own discretion.

**SERVICES.** The Central Community School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via e-mail is at your own risk. The District specifically denies any responsibility for the accuracy of information obtained through its services.

**SECURITY.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the Principal, District Technology Coordinator and/or Superintendent at once. Never demonstrate the problem to other users. Never use another individual's account. Any user identified as a potential security risk will be denied access to the district system.

**VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of network services. Disciplinary action and legal referral will also be invoked, when appropriate.

**REQUIRED SIGNATURES.** I have read this agreement and agree to abide by the stated terms and conditions of the agreement.

\_\_\_\_\_  
District User's Name (please print)

\_\_\_\_\_  
SIGNATURE

DATE: \_\_\_\_\_