

## **ACCEPTABLE INTERNET USE AGREEMENT - STAFF**

### Purpose

The purpose of the Acceptable Use Agreement is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

### Definition

The definition of "information networks" is any configuration of hardware and software which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

### The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

### Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

**DATE:**

**Adopted: 7-18-2011**

**Reviewed:**

**Revised: 8-18-2017**

**Cancellation:**

**ACCEPTABLE INTERNET USE AGREEMENT – STAFF**

Unacceptable Use

(Continued)

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding any related laws, staff members have no expectation of privacy regarding their use on the school district computer network.

**DATE:**

**Adopted: 7-18-2011**

**Reviewed:**

**Revised: 8-18-2017**

**Cancellation:**

**ACCEPTABLE INTERNET USE AGREEMENT – STAFF**

(Continued)

2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what appropriate use is.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

**School District Internet Code of Conduct**

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Agreement and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

**DATE:**

**Adopted: 7-18-2011**

**Reviewed:**

**Revised: 8-18-2017**

**Cancellation:**

**ACCEPTABLE INTERNET USE AGREEMENT – STAFF**

(Continued)

**Privacy**

Franklin School District reserves the right to monitor, record or log any user's computer, Internet, or network usage, to maintain records of such activity, as well as view and make copies of any files or information sent or received by the user.

It is to be understood that all files and data stored or transferred within the Franklin School District computer network and communications systems are subject to inspection. System administrators may review these at any time to ensure adherence to the terms of this document.

Users should not expect any files saved on school storage systems to be private.

**Content Filtering**

Franklin School District shall take all measures reasonably possible to help its users avoid inappropriate use through the use of instruction and content filtering technology.

Although content filtering is employed by Franklin School District, it is impossible to block all material that may be deemed inappropriate or offensive. In the event that material of this nature is encountered, it is the responsibility of the user to immediately report the encounter to a teacher or administrator, so that adjustments may be made in an effort to restrict further access to said material. Any attempt to repeat access to inappropriate material shall be considered as a violation of the Computer and Internet AUP.

**Disclaimer:**

- A. Franklin School District shall not be liable for damages suffered by users, including, but not limited to:
- Loss of data resulting from delays or service interruptions caused by negligence or users errors or omissions.
  - The use of any information obtained via network or Internet services.
  - Accuracy or quality of information obtained through network services or Internet access.
- B. The Franklin School District and the operators of attached networks shall not be liable for:
- Damage arising from any event that is out of its control.
  - Indirect, special, incidental, exemplary, consequential, or any other form of money damages including, but not limited to, lost profits or for the loss of data or information of any kind.
  - The availability of material over the Internet which is not age-appropriate for our students.

**DATE:**

**Adopted: 7-18-2011**

**Reviewed:**

**Revised: 8-18-2017**

**Cancellation:**

**ACCEPTABLE INTERNET USE AGREEMENT – STAFF**

(Continued)

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, staff members understand and agree to the following:

1. To abide by the District Acceptable Use Agreement and Code of Conduct.
2. That District administrators and designated staff have the right to review, edit and/or delete any material stored on District computers, which they believe, in their sole discretion, may be unlawful, obscene, abusive, or otherwise objectionable. Staff members hereby waive any right of privacy which they may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Agreement and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Agreement or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

**DATE:**

**Adopted: 7-18-2011**

**Reviewed:**

**Revised: 8-18-2017**

**Cancellation:**

**ACCEPTABLE INTERNET USE AGREEMENT – STAFF**

(Continued)

Name of User/Staff Member: \_\_\_\_\_

Home phone: \_\_\_\_\_

School of Employment: \_\_\_\_\_

Position of Employment: \_\_\_\_\_

I hereby certify that I have read the Acceptable Use Policy and Agreement; that I fully understand their terms and conditions; and that I will abide by the terms conditions set forth in those document.

Signature of User/Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of IT Director: \_\_\_\_\_

Date: \_\_\_\_\_

*See Policy GBEF*

**DATE:**

**Adopted: 7-18-2011**

**Reviewed:**

**Revised: 8-18-2017**

**Cancellation:**