**ACCEPTABLE USE POLICY**

**Agreement for Internet Access, E-mail, and Use of Networks and Other Technology**

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*Department Employee Name*

This agreement is entered into this (Day of Week) of (Date), between (Employee/User) and the (ISD/School District). The purpose of this agreement is to provide access to (ISD/School District) technology resources (computers, technical instruments, and networks) and to the (ISD’s/School District’s) Internet and wide-area network connections for legitimate educational purposes that are consistent with the ISD’s/School District’s) mission statement. As such, these accesses shall (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In exchange for the use of the (ISD’s/School District’s) technology resources and the (ISD’s/School District’s) Internet and wide-area network connections either at school or away from school, I understand and agree to the following:

A. The use of the (ISD’s/School District’s) technology resources and the (ISD’s/School District’s) Internet and wide-area network connections are a privilege that may be revoked by the (ISD/School District) at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the unauthorized altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The (ISD/School District) reserves the right to remove files, limit or deny access, and refer the employee for other disciplinary actions.

B. The (ISD/School District) reserves all rights to any material stored in files that are generally accessible to others and will remove any material which the (ISD/School District), at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Employees will not use their (ISD/School District)-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.

C. All information services and features contained on the (ISD’s/School District’s) network resources are intended for the private use of its registered users and any use of these resources for *commercial-for-profit* or other unauthorized purposes (*e.g.* advertisements, political lobbying), in any form is expressly forbidden.

D. The (ISD’s/School District’s) technology resources and the (ISD’s/School District’s) Internet and wide-area network connections are intended for exclusive use by registered uses. The employee is responsible for the use of his/her account/password and/or access privilege. Any problems arising from the use of an employee’s account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

E. Any misuse of the account shall result in suspension of the account privileges and/or other disciplinary action determined by the (ISD/School District). Misuse, includes, but is not limited to:

1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belong to other users.

2. Misrepresenting other users on the local Network or Internet.

3. Disrupting the operation of the local Network or Internet through, but not limited to tampering with computer operating systems, “hacking” into (ISD/School District) programs, and violating the integrity of (ISD/School District) servers.

4. Malicious uses of the local Network or Internet through hate mail, harassment (to persistently annoy), profanity (and other offensive profane language), vulgar statements, or discriminatory remarks.

5. Interfering with local Network or Internet use by others.

6. Accessing educationally inappropriate Internet materials.

7. Illegal installation of licenses or copyrighted software.

8. Unauthorized down-sizing, copying, or use of licenses or copyrighted software.

9. Plagiarizing: Unauthorized copying (printing, saving, or copying and pasting) of copyrighted material (most of the Internet is copyrighted).

10. Posting personally identifiable information about self or peers using and on school-related web sites.

11. Allowing anyone to use an account other than the account holder.

12. Commercial-for-profit activities, advertising and political lobbying.

F. The use of the (ISD’s/School District’s) technology resources and the (ISD’s/School District’s) Internet and wide-area network connections are for the purpose of:

1. Support of the academic program

2. Telecommunications

3. General information

G. The (ISD’s/School District’s) technology resources and the (ISD’s/School District’s) Internet and wide-area network connections do not warrant that the functions of the system will meet any specific requirement the user may have, or that they will be error-free or uninterrupted; nor shall the (ISD/School District) and/or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

H. Although primary uses of (ISD/School District)-provided technology resources are educational, an employee may use (ISD/School District) authorized e-mail to access personal e-mail account to a limited extent.

1. Thus, accessing any other e-mail account while using (ISD/School District) technology resources is not a violation of this Acceptable Usage Policy; however, the user must understand that his/her use will be monitored and/or filtered, or both.

2. The entire e-mail system and all its components are owned by the (ISD/School District). There is no expectation of privacy in any e-mail communications. The (ISD/School District) reserves the right to monitor each and every e-mail correspondence and its content.

3. Use of third-party e-mail such as Yahoo! And Hotmail on (ISD/School District) technology is authorized to a limited extent; however, the user is notified that these resources are subject to filtering and close monitoring by (ISD/School District) personnel at their discretion.

4. Examples of appropriate e-mail use are:

a) Communication with teachers.

b) Communication with parents.

c) Communication with user or other users to support approved projects by the principal.

d) Communication with outside parties as approved by the principal (such as foreign exchange employees, key pals, etc.).

e) Limited checking personal e-mail messages.

5. Examples of inappropriate e-mail use are:

a) Communication with anyone that includes harassment (to persistently annoy), profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory remarks.

b) Disclosing personal information, location, and identity with anyone you do not know.

c) Accessing non-educational chat rooms and listservs.

6. Any violation of this Acceptable Usage Policy or inappropriate use of (ISD/School District) technology while accessing personal e-mail accounts will subject the user to discipline, including the possible termination of access to e-mail, Internet, and/or other (ISD/School District) technology, and including the possibility of termination from the (ISD/School District) as an employee.

I. The (ISD/School District) and/or the Internet provider shall periodically determine whether specific uses of the (ISD’s/School District’s) technology resources and the (ISD’s/School District’s) Internet and wide-area network connections are consistent with the acceptable-use practice. The (ISD/School District) and/or its Internet provider reserve the right to log Internet use and to monitor mail space utilization by users.

J. The employee may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the (ISD/School District) Director of Technology or his/her designee. Without first obtaining such permission, the employee shall be liable to pay the cost of any file, shareware, or software transferred, whether intention or accidental.

K. The (ISD/School District) reserves the right to log computer use and to monitor fileserver space utilization by users. The (ISD/School District) reserves the right to remove a user account on the (ISD’s/School District’s) network and/or from the (ISD’s/School District’s) Internet and wide-area connections to prevent further unauthorized activity.

L. The employee is responsible for the proper use of the equipment and shall be held accountable for any damage to or replacement of equipment caused by abusive use.

In consideration for the privileges of using the (ISD’s/School District’s) technology resources and/or the (ISD’s/School District’s) Internet and wide-area connections, and in consideration of having access to the information contained therein, I release the (ISD/School District), the Internet provider and their operators and the administration from any and all claims of any nature arising from my use, or inability to use these tools.

I agree to abide by these rules and regulations of system use and by those that may be added from time-to-time by the (ISD/School District) and its Internet provider. All additional rules will be available in hardcopy in the Principal’s office. I agree to pay for, reimburse, and indemnify the (ISD/School District), its Board of Education, individual Board members, administrative employees and agents for any fees, expenses, liability or other damages of every sort and nature incurred as a result of my use, or misuse, of these tools.

I hereby ❒ Give ❒ Expressly Withhold permission for my photo, or any personal or directory information to be published on (ISD/School District) web pages or the Internet.

I ❒ Do Give ❒ Do Not Give permission for my photo and name to be published on (ISD/School District) web pages or on the Internet as part of a “team” or other large group photo.

(Sign and return to the (ISD/School District) Technology Director or designee)

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Employee Signature Date

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Director of Technology Signature Date

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E-mail Account Name Password

**cc: Personnel file, Department of Technology, Building Administrator**