

## Instruction

### **AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS**

*Each staff member must sign this Authorization as a condition for using the District's Internet connection. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.*

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. Acceptable Use - Access to the District's Electronic Network must be for the purpose of education and research, or be for legitimate business use and be consistent with the educational objectives of the district.
2. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U. S. or State law or regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or entitles (hacking);
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;

- j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
3. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People whom operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
4. Consequences for Inappropriate Use - The system Administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
5. E-mail Account - Staff members are to only use their District provided email account when communicating by email with parents/guardians and students.
6. No Warranties - The District makes no warranties of any kind, whether expressed or implied, regarding its electronic network. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information or services obtained through the electronic network or any loss of data suffered in connection with use of the electronic network.

7. Indemnification - The user agrees to indemnify the District for any losses, costs, damages, charges, or fees, including, but not limited to, telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, or attorney fees, incurred by the District and relating to, or arising out of, my misuse of the District's computer network or any violation of the Policy, Rules and Regulations, or other rules, regulations or other terms or conditions of computer network access promulgated by the Superintendent or Building Principals.
8. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
9. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
10. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
11. No Privacy Interest - All electronic files, including electronic communications, that are created on, stored on, or sent to, from, or via the computer network are the property of the District; staff members do not have any privacy interest in any such electronic files. The District may access and review such files consistent with law, Board Policy, and the terms of this *Authorization for Electronic Network Access*.

**TEACHER AND NON-STUDENT ACKNOWLEDGEMENT OF  
AUTHORIZATION FOR COMPUTER NETWORK ACCESS**

I, the undersigned, certify that I have read the attached **Authorization for Electronic Network Access** and agree to abide by its terms and conditions. I understand that any unacceptable use shall be grounds for the suspension or revocation of computer network use, may result in additional discipline up to and including dismissal, and may result in criminal or civil penalties.

In consideration for use of the District's computer network, I hereby release the Board of Education of Community Consolidated School District 64 and its individual Board members, employees, agents and assigns from any claims and damages arising from my use of, or inability to use, the District's computer network.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

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