

Morrow County School District Staff Internet Acceptable Use Policy

~~Please read this document carefully before signing.~~

~~Internet access is available to all staff in Morrow County School District.~~

~~We are very pleased to bring this access to Morrow County School District and believe the Internet offers vast, diverse and unique resources. Our goal in providing this service to staff is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.~~

~~The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Staff have access to:~~

- ~~1. Electronic mail communication with people all over the world;~~
- ~~2. Information and news from NASA as well as the opportunity to correspond with scientists at NASA and other research institutions;~~
- ~~3. Public domain software and shareware of all types;~~
- ~~4. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics;~~
- ~~5. Access to many university library catalogs, the Library of Congress and ERIC.~~

~~With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. Morrow County School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Morrow County School District) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.~~

~~Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Morrow County School District user violates any of these provisions, his/her account will be terminated and future access could possibly be denied. The signature(s) at the end of this~~

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document is (are) legally binding and indicates that the terms and conditions have been carefully read and that I (we) understand their significance.

Internet – Terms and Conditions

6. ~~Acceptable use~~—The purpose of MCSDNet, MCSD’s Internet access, is to support education in and among the schools in Morrow County School District by providing access to unique resources and the opportunity for collaborative work. The use of your account during the scope of your regular work schedule must be in support of education and academic research and consistent with the educational objectives of Morrow County School District. The use of your account outside the scope of your regular work schedule is allowed for personal activities; these activities must however be consistent with the rules set forth in this acceptable use policy (see 6. Personal Usage on back). Use of other organization’s networks or computing resources must comply with the rules appropriate for that network. Publication, ownership or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. All communications and information accessible via the network should be assumed to be private property. Use of MCSDNet for product advertisement or political lobbying is not allowed. Illegal activities are strictly prohibited. Playing on-line games or using interactive MUD’s or MOO’s is not acceptable use of MCSDNet. Users are responsible for staying abreast of changes in the system by reading announcements on MCSD’s web page or publications regularly.

While the use of electronic mail (E-mail) on MCSDNet is not restricted to accounts granted by the building administrator, the use of other E-mail systems (Yahoo, Hotmail, etc.) should be reserved for personal communications only. Electronic mail on MCSDNet is not guaranteed to be private; MCSD reserves the right to access user’s E-mail accounts if a user is suspected of violating this contract. E-mail relating to, or in support of, illegal activities may be reported to the proper authorities. All communication E-mail, or otherwise, must use appropriate language. Do not swear, use profanity, vulgarities or harass other users. Be polite. Do not get abusive in your messages to others.

Internet activities that are permitted by the acceptable use policy:

- Investigation of and communication about topics related to your scope of work activities. (During regular work schedule.);
- Investigation of and communication about opportunities outside of school related to your own personal interests. (Outside of regular work schedule.)

Internet activities that are not permitted by the acceptable use policy:

- Searching, viewing or retrieving materials that are sexually explicit, profane or illegal is not permitted;
- Copying, saving or redistributing copyrighted material (Users should assume that all material is copyrighted unless noted.);
- Subscribing to any services or ordering of any goods or services for which the school district becomes financially obligated;

- ~~Using the network in such a way that you disrupt the use of the network by other users (e.g., downloading large files during prime time, sending mass E-mail messages, annoying other users using the talk or write functions);~~
- ~~Using your MCSD account to attach to other machines for purposes not allowed on MCSDNet;~~
- ~~Any activity that violates a school rule or a local, state or federal law.~~

Users who have any questions or doubts about whether a specific activity is permissible should consult an administrator or district technology coordinator.

- ~~1. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action, up to and including, dismissal. Each staff member who wishes to receive an account must read and sign this form indicating their understanding and acceptance of the rules and conditions set forth in this contract. Any accidental usage of the system in violation of this contract must be reported immediately to your building principal or supervisor. The district administration will deem what is inappropriate use of the system. Also, the system administrators may suspend, revoke or close an account at any time as required by district administration.~~
- ~~2. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your district technology coordinator. Do not demonstrate the problem to other users. Users may not, under any circumstances, use another individual’s account. Attempts to log on to the Internet as any other user will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other systems may be denied access to the Internet. You may not share your account with anyone or leave the account open or unattended.~~
- ~~3. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any other agency or network connected to the MCSDNet backbone. This includes, but is not limited to, the uploading or creation of computer viruses or the intentional use of applications intended to destroy data.~~
- ~~4. Reliability – Morrow County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. MCSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via MCSDNet is at your own risk. MCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services. It is your responsibility to make back-up copies of the documents that are critical to you.~~
- ~~5. Personal usage – Since the use of the MCSDNet backbone by staff creates no additional cost for the district, personal activities are allowed under this policy. All personal activity on MCSDNet should be conducted outside of the scope of your regular work hours. It is the intent of the school district to allow access to the Internet by staff as an added benefit to your regular contract. Engaging in any personal activity that you believe conflicts with your regular job duties should not occur. Due to the dynamics of the electronic era it is understood that not all “personal activity” is initiated by the user. If you are receiving electronic communication (via E-mail) that is of a personal nature, it may be appropriate to receive and/or read this communication during a prep or~~

~~designated break period. The primary concern is that this “personal activity” should not compromise other “professional” interaction that may be required. It is up to each individual staff member to determine the appropriateness of their on-line activities and to conduct personal/professional business during times suitable to those activities. It is each staff member’s responsibility to manage his/her own E-mail account including the regular movement or deletion of E-mail from the “Inbox,” “Outbox,” “Sent Items” or “Deleted Items” directories to conserve file space on the district’s servers.~~

~~All personal activity is governed by the same set of policies that apply to professional usage. These activities must also comply with other district policies and contractual obligations currently in effect (student confidentiality, sexual harassment, political lobbying, etc.). The use of MCSDNet for commercial business use is strictly prohibited. District staff are responsible for modeling and teaching students the proper ethics, techniques and standards for the use of electronic communication and the Internet. Please remember that your action or nonaction as it relates to on-line activity plays a crucial role in the development and standards that students will apply to their own activities.~~

~~Downloading of files from the Internet should be cleared by the building computer coordinator, even if the usage is for personal reasons. You are responsible to take precautions to prevent viruses on your own equipment and Morrow County School District’s equipment. Any attachment that you receive in an E-mail should not be opened/executed unless you are clearly aware of the source and content of the attachment.~~

~~Morrow County School District Staff Internet Use Agreement~~

~~STAFF ACCOUNT USER~~

~~I understand and will abide by the above Internet Use Agreement. I further understand that any violation of this agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.~~

~~User Signature: _____ Date: _____~~