

INTERNET USE CONTRACT FOR EMPLOYEE**POINT ARENA JOINT UNION HIGH SCHOOL DISTRICT
ARENA UNION ELEMENTARY SCHOOL DISTRICT
ACCEPTABLE USE CONTRACT FOR EMPLOYEE USERS**

Network access to the Internet is available to staff in our District who qualify as a result of participating in an orientation or training. The Point Arena Joint Union High School and Arena Union Elementary School Districts strongly believe in the educational value of Internet resources. Our goal in providing this access is to support our curriculum and student learning by facilitating resource sharing, research, and communication.

With access to computers and people all over the world also comes the potential for access to material that is illegal, defamatory, inaccurate or offensive to some people. The Point Arena Joint Union High School and Arena Union Elementary School Districts has taken steps to restrict access to inappropriate resources and information on the network and to monitor employee use of the network. However, on a global network it is impossible to effectively control all employee access to material. The primary responsibility for access will rest with the employee. We believe that the benefits to employees from access to the Internet exceed any disadvantages, but ultimately, Point Arena School District Board of Trustees are responsible for setting and conveying the standards that the employees should follow when using networked information sources. To that end, the Point Arena Joint Union High School and Arena Union Elementary School Districts supports and respects each employee's right to decide whether or not to apply for independent access.

Employees are only allowed to download multimedia files that are directly related to an assignment or project that is tied to school work that meets the fair educational copyright use law. Employees who disregard the policy will be subject to disciplinary action.

Terms and Conditions of the Networked Information Resources Acceptable Use Contract**1. Personal Responsibility**

I understand and take complete responsibility for using the computer network correctly. I will report activities on the computer network that I know are wrong or that will make me feel uncomfortable to a supervisor.

2. Acceptable Use

I will use all school computers for educational purposes and for completing classroom projects, research and assignments.

- I will not share private information about other staff.
- I will not send or display offensive messages, pictures or jokes.
- I will not use obscene language.
- I will not harass, insult or attack others.
- I will not damage or do things that might damage computers, computer systems, computer networks, or data (for example, loading a file that may introduce a virus).
- I will not load software downloaded from the Internet without permission.
- I will follow copyright laws. I will cite my sources when using material gathered from the network in a project. I will not post or distribute copyrighted material. I will not redistribute material gathered from the network without permission of the author.
- I will not use others' passwords or share my password or anyone else's with others.
- I will not trespass in others' folders, work on files.
- I will not attempt unauthorized access to computer systems, networks, or data.
- I will not intentionally waste limited network resources.
- When using other organization's networks or resources, I will follow their rules.

INTERNET USE CONTRACT FOR EMPLOYEE

Employees are only allowed to download multimedia files that are directly related to an assignment or project that is tied to school work that meets the fair educational copyright use law. Employees who disregard the policy will have their computer accounts suspended after one infraction.

Employees who wish to access the school network through personal laptops or other personal electronic devices must register the devices with the school show evidence that the device has active anti-virus software installed.

I am aware that some inappropriate uses of the network can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

3. Safety

To protect myself and others I will follow the following safety rules:

- I will never give out my or anyone else's last name, address, telephone number, or school name to someone I meet online.
- I will not respond to any messages that make me feel uncomfortable. I will show such messages to my supervisor.
- I will not send my or any other employee's photo out online or put my or any other employee's photo on a home page. I will get written permission before I put out an employee's photo online or put it on a home page.

4. Network Etiquette and Privacy

I understand that information accessed or stored on the network is not guaranteed to be private. Network administrators may look at files to make sure that the system is working properly and that users are using the system responsibly. In addition, files are sometimes sent to the wrong place. Users of the network are part of a global community. I will follow generally accepted rules of network etiquette.

5. Services

The Point Arena Joint Union High School and Arena Union Elementary School Districts will not be responsible for any information that may be lost, damaged or unavailable due to technical, or other difficulties. Point Arena Joint Union High School and Arena Union Elementary School Districts assumes no responsibility for the accuracy of information obtained through the network. I will take responsibility for evaluating my sources of information for accuracy and biases.

Please read this document carefully. When signed by you it becomes a legally binding contract. We must have your signature before we can provide you with independent network access. Listed below are the terms of this contract. If any user violates these, access to the information service may be denied and you may be subject to disciplinary and/or legal action.

RETURN THIS SIGNED CONTRACT BY: SEPTEMBER 13, 2013 FOR INDEPENDENT ACCESS

Employee
INTERNET USE CONTRACT FOR EMPLOYEE

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Employee:

I have read this contract and agree to promote this agreement. I understand what is acceptable use of the network and proper network etiquette. I also agree to report any misuse of the network to my site administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Print Name: _____

Signature _____ Date _____

Exhibit
Adopted:

ARENA UNION ELEMENTARY/POINT ARENA JT. UHSD
April 4, 2012 **Point Arena, California**