

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.