

## STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

### GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION

To access e-mail and /or the Internet at school, staff members must sign and return this form.

Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege.

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Technology Coordinator may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Staff members accessing the Internet through the Corporation's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Corporation reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in a staff member upon creation, the staff member agrees to license the use of the web site by the Corporation without further compensation.

**Please complete the following information:**

Staff Member's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_

I have read and agree to abide by the Staff Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Staff Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to the Network/Internet to individuals who violate the Staff Network and Internet Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement and/or Board Policy.

## NETWORK AND INTERNET ACCESS AGREEMENT FOR STAFF MEMBERS GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION

This agreement is entered into this 1<sup>st</sup> day of August, 2004 between the undersigned, hereinafter referred to as Staff Member, and the Greenfield-Central Community School Corporation, hereinafter referred to as Corporation. The purpose of this agreement is to provide Network (Electronic Mail and Electronic Bulletin Board) and Internet access, hereinafter referred to as Network for educational purposes to the Staff Member. As such, this access will (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.

The intent of this contract is to ensure that Staff Members will comply with all Network and Internet acceptable use policies approved by the Corporation.

In exchange for the use of the Network resources either at school or away from school, I understand and agree to the following:

- A. The use of the Network is a privilege which may be revoked by the Corporation at any time for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the 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, or termination of employment. The Corporation reserves the right to remove files, limit or deny access, and refer the Staff Member for other disciplinary actions.
- B. The Corporation reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the Corporation, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. A Staff Member will not use his/her Corporation-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on Corporation or 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 (Le. Advertisements, political lobbying), in any form, is expressly forbidden.
- D. The Corporation and/or Network resources are intended for the exclusive use by their registered users. The Staff Member is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a Staff Member'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 will result in suspension of the account privileges and/or other disciplinary Action determined by the Corporation. Misuse shall include, but not be limited to:
  - (1) intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users.
  - (2) misrepresenting other users on the Network
  - (3) disrupting the operation of the Network through abuse of the hardware or software

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Staff Members Initials

- (4) malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
  - (5) interfering with others use of the Network
  - (6) extensive use for noncurriculum-related communication
  - (7) illegal installation of copyrighted software
  - (8) unauthorized down-sizing, copying, or use of licensed or copyrighted software
  - (9) allowing anyone to use an account other than the account holder
- F. The use of Corporation and/or Network resources are for the purpose of (in order of priority):
- (1) Support of the academic program
  - (2) Telecommunications
  - (3) General Information
  - (4) Recreational
- G. The Corporation and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it 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. The Staff Member will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. The Corporation and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The Corporation and/or Network reserves the right to log Internet use and to monitor electronic mail space utilization by users.
- J. The Staff Member may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the Staff Member agrees to check the file with a virus-detection program before opening the file for use. Should the Staff Member transfer a file, shareware, or software which infects the Network with a virus and causes damage, the Staff Member will be liable for any and all repair costs to make the Network once again fully operational and may be subject to other disciplinary measures as determined by the Corporation.
- K. The Staff Member may not transfer file, shareware, or software from information services and electronic bulletin boards without permission of the \_\_\_\_\_ (Corporation Network Director). The Staff Member will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- L. The Corporation reserves the right to log computer use and to monitor fileserver space utilization by users. The Corporation reserves the right to remove a user account on the Network to prevent further unauthorized activity.

In Consideration for the privileges of using the Corporation and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the Corporation, Network and their operators and administration from any and all claims of any nature arising from by use, or inability to use the Corporation and/or Network resources.

To the extent that proprietary rights in a work product would vest in the staff member upon creation, I agree to assign those rights to the Corporation.

I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the Corporation *and/or* Network. These rules will be available in hardcopy form in the Principal's office.

(Sign and return to the Corporation Technology Operations Director.)

Signature of Staff Member

Date \_\_\_\_\_

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Printed Name of Staff Member[illegible]**For Office Use Only**

User name (assigned by the system): \_\_\_\_\_

Type of Access (check all that apply):

\_\_\_\_\_ Local Account

\_\_\_\_\_ Internet Account

Account

Revoked\_\_\_\_/\_\_\_\_/\_\_\_\_

Date Local Account Approved \_\_\_\_/\_\_\_\_/\_\_\_\_

Revoked\_\_\_\_/\_\_\_\_/\_\_\_\_

Date Internet Account Approved \_\_\_\_/\_\_\_\_/\_\_\_\_

Revoked\_\_\_\_/\_\_\_\_/\_\_\_\_

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Staff Member Initials