

ACCEPTABLE USE AGREEMENT  
FOR STAFF  
COMPUTER NETWORK AND INTERNET USE

Amanda-Clearcreek Local Schools Computer Network  
And Internet Acceptable Use Policy and Agreement

The Amanda-Clearcreek Local School District is pleased to make available to staff access to the District network and to the internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and internet access available, all staff members must take responsibility for appropriate and lawful use of this access. All members must understand that misuse of the network and internet access may jeopardize their ability to enjoy such access.

The School District cannot provide access to any staff member who fails to sign and submit the Policy and Agreement as directed with the proper signature. Upon reviewing, signing, and returning this Policy and Agreement, the staff member will be given the opportunity to use the Network and access the internet at Amanda-Clearcreek.

Listed below are the provisions of your agreement regarding computer network and internet use. If any user violates this Policy and Agreement, the staff member's access will be denied, or withdrawn, and he/she may be subject to additional disciplinary action.

Personal Responsibility

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

Consistent with Board policy and procedures on staff rights and responsibilities and to provide for system integrity and responsible utilization, the Amanda-Clearcreek School District is providing access to its computer networks and the internet for educational purposes only. Staff members need to understand and agree to the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
2. A staff member will not use network resources to obtain, view, download, or otherwise gain access to materials that are unlawful, obscene, pornographic, abusive, or otherwise questionable. The Amanda-Clearcreek Local Schools, in

coordination with the Metropolitan Educational Council, utilizes filtering technology that meets the requirements of the Children's Internet Protection Act of 2000 that prohibits internet access to obscene and pornographic content.

3. Disrupting operation of the network through abuse of the hardware or software.
4. Users shall not view, download or transmit material that could be construed as harassment or disparagement of others based on race, national origin, ancestry, citizenship, religion, disability, sexual orientation, age, or political belief.
5. Violating copyright laws, illegal installation of copyrighted software, and/or unauthorized copying or use of licensed software.
6. Users shall use this system under their own name and password. Misrepresenting other users on the network, intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users is prohibited.
7. Staff members may not sell or buy anything over the internet. Use of the Network for commercial use, advertisement or political lobbying is prohibited.
8. Be careful about revealing your personal address, phone number or password or those of another user.
9. Games, chat rooms and chain letters are not considered an educational use of the e-mail or internet. They are not permitted when logged onto the system.
10. Staff members may not transfer download files, shareware, freeware or other software programs without the permission of the network administrator.

### Privacy

Network and internet access is provided as a tool for your education. The Amanda-Clearcreek Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

### Failure to Follow Policy and Breach of Agreement

The **user's** use of the computer network and internet is a privilege, not a right. A user, who violates this Policy and breaches his /her Agreement, shall at a minimum, have his or her access to the computer network and internet terminated, for a determined amount time. A user breaches his or her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates

this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and internet, including any other user whose access has been denied or terminated. The School District may also take other disciplinary action.

Warranties/Indemnification

The School District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer network and the internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user arising out of the user's use of its computer networks or the internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use and are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and internet access opportunity to the School District and all of their administrators and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

**Please sign and return this page to the principal's office:**

**Staff member's agreement:**

I have read, understand, and agree to abide by the terms and foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Amanda-Clear creek's computer network and the internet. I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me. **This agreement is in effect for the duration of my employment with Amanda-Clearcreek Local Schools.**

\_\_\_\_\_  
Name (Print clearly)

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

ADOPTED: 1-9-2006