

Fremont School District 215

Network Services Acceptable Use Policy--Staff

Please read the following information carefully before signing this document.

The Fremont School District is pleased to offer student and staff access to a computer network for electronic information services. We strongly believe in the educational value of electronic services and recognize the potential to support curriculum and student learning by facilitating resource sharing, innovation and communication. The Fremont School District will make every effort to protect students and staff from any misuses or abuses as a result of their experience with an information service, but please review the following use guidelines and sign where indicated. Your signatures will indicate acknowledgment and understanding of these standards. As a user of this service, you will be expected to abide by the generally accepted rules of network etiquette.

Network Services Use Guidelines

- Accounts:** Network login accounts shall be used only by the authorized owner of the account. No attempt to gain unauthorized access to accounts is permitted. Keep your passwords private.
- Language:** Remember that you are a representative of your school and district when you are on-line. Always use language that is appropriate and respectful in your messages. Use of vulgarities or any other inappropriate language is unacceptable.
- Privacy:** Do not send any message that includes personal information, such as a home address or phone number, for yourself or any other person without express permission. Report to your teacher any person who asks for personal information. Do not read other people's mail or trespass into other people's files.
- E-Mail:** Electronic mail is not guaranteed to be private. Please keep emails relevant to work and do not use district email to forward or distribute political messages or anything of an inappropriate or potentially offensive nature. Network administrators may view statistics regarding your account, including last login or data storage usage, change your account password, suspend or terminate your account access and your ability to modify your account, access or retain information stored as part of your account, including your email, contacts and other information, and receive account information in order to satisfy applicable law, regulation, legal process or enforceable governmental request.
- Information:** The Fremont School District makes no guarantees of any kind about the accuracy of information found on-line. Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Copyright:** Do not use other people's information as your own. Always give credit to the original creators of the information you find online.
- Vandalism:** Do not damage or attempt to gain unauthorized access to any school computer system (hardware or software). Never move, delete, modify, or damage any applications or files that are not yours.
- Software:** Do not load any program onto any computer without the permission of your building administrator and network administrator.
- Services:** The Fremont County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer while on this system. Damages may include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions.
- Other:** The school principal or network administrator may determine other behavior to be inappropriate.

Required Signatures

I understand and will follow the guidelines listed in this document. I understand that the use of this electronic service is a privilege, and inappropriate use will result in the loss of that privilege and/or disciplinary action. I understand a signed copy of this document shall be placed in my personnel file.

Staff Name (please print)	Staff Signature	Date
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Administrators initials: _____