

Appendix O

ACCEPTABLE INTERNET USE POLICY FOR USD 214

1. All use of the Internet must be in support of education and research and consistent with the purposes of USD 214.
2. Use of the network to access obscene or pornographic material is prohibited.
3. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
4. Any use of the network to facilitate illegal activity is prohibited.
5. Any use of the network for commercial or for-profit purposes is prohibited.
6. Extensive use of the network for non-school communication is prohibited.
7. Any use of the network for product advertisement or political lobbying is prohibited.
8. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
9. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
10. All communication and information accessible via the network should be assumed to be private property of the school district.
11. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
12. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
13. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited.

From time to time, USD 214 will make determinations on whether specific uses of the network are consistent with the Acceptable Use Policy. USD 214 reserves the right to log Internet and E-Mail use and to monitor file server space utilization by users. USD 214 reserves the right to remove a user account on the network to prevent further unauthorized activity.

I have read the USD 214 Acceptable Use Policy and will abide by the stated Acceptable Use Policy. I understand that a violation may result in loss of access privileges or other disciplinary action.

User Name (please print) _____

User Signature _____ Date _____

Parent or Guardian (please print) _____

Signature _____ Date _____

READ BEFORE SIGNING



Email Policy

The purpose of this policy is to ensure the proper use of USD 214's email system. All messages distributed via the District's email system, even personal emails, are USD 214's property. You must have no expectation of privacy in anything that you create, store, send or receive on the District's email system. Your emails can be monitored without prior notification if USD 214 deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the District reserves the right to take disciplinary action, including termination and/or legal action. If you have any questions or comments about this Email Policy, please contact your Administrator.

It is strictly prohibited to:

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.

Duty of care

Users must take the same care in drafting an e-mail as they would any other communication. Users must also use digression when sending confidential information via e-mail.

Personal usage

Although the District's email system is meant for business use, USD 214 allows personal usage if it is reasonable and does not interfere with work.

Declaration

I have read, and agree to comply with, the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

Signature: _____

Date: _____

Printed Name: _____

