

COMPUTER/ON-LINE SERVICES
(Acceptable Use and Internet Safety)

The following guidelines and procedures shall be complied to by staff, students or community members who are specifically authorized to use the District's computers or on-line services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords, private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, political beliefs or any other personal or physical characteristics.

12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

(Approval date: June 15, 2000)

[Revision date: February 17, 2005]

Staff and Non-Student Application for Technology Services

I have read the Acceptable Use and Internet Safety Regulations of the Norwood City School District. I understand that reasonable precautions are in place to ensure that controversial material is blocked from Internet access. I have read, understand and agree that I comply with terms of the Acceptable Use and Internet Safety Regulations. I understand that my failure to comply with the terms of this agreement may result in denial of access privilege and that disciplinary action under the appropriate Collective Bargaining Agreement and Board policy may be taken. I understand that this access is being provided to me for educational/professional purposes only. I agree that this will hold harmless and indemnify the school district for any fees, expenses, or damages incurred as a result of my misuse of the network, access to the Internet or computer equipment.

Network, email and Internet access are provided as tools for educational/professional purposes. The district reserves the right to monitor, inspect, copy, review, and store at any time without prior notice any and all usage of the network account, the email account and internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

The District makes no warranties of any kind, either expressed or implied, in connection with this provision of access to and use of its network/internet and email under the regulations. The District 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 district's network/internet or email under this policy. Users are taking full responsibility for usage and are agreeing to indemnify and hold the district and all administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to the network/internet and/or email, including, but not limited to, any fees or charges incurred through the purchase of goods or services by the user. The user agrees to cooperate with the District in the event the District initiates an investigation of a user's use of his or her access to the network and/or email account or the internet, or a computer outside the district network.

I have read the Acceptable Use and Internet Safety Regulations and agree to abide by their provisions. I understand that violation of the use provisions stated in the policy may constitute suspension or revocation of network privileges as well as discipline according to the appropriate Collective Bargaining Agreement and Board policy.

Signature _____ Date _____

Name (Print) _____

Building/Department _____