

OAKDALE JOINT UNIFIED SCHOOL DISTRICT

Internet Safety Policy/Agreement *District Staff*

Please read this *Agreement* carefully. When signed by you it becomes a mutually binding agreement. Before you can be provided with an access account, you must do the following:

- Sign agreement form
- Return it to your site administrator

TERMS AND CONDITIONS

1. **Personal Responsibility.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the Network System to the system/site administrator. Misuse may come in many forms, but is commonly viewed as any transmission(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism and inappropriate language or other issues described below.
2. **Acceptable Use.** The use of my assigned account must be in support of education and research and must be consistent with the educational goals and objectives of the **OAKDALE JOINT UNIFIED SCHOOL DISTRICT**. I am personally responsible for the use of my account at all times.
 - a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
 - b. Transmission of any material in violation of United States or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
 - c. Engaging in commercial activities by for-profit institutions is not acceptable.
 - d. Use of the network system for product advertisement or political lobbying is prohibited.
3. **PRIVILEGES.** The use of the electronic information system is a privilege for staff in the District, not a right. Inappropriate use may result in cancellation of my account. Each person who receives an account will receive instruction as to proper behavior and use of the network. The administration may request that the system/site administrator deny, revoke or suspend specific user accounts.
4. **GENERAL GUIDELINES.**
 - a. Be polite: Never send, or encourage others to send, abusive messages.
 - b. Use appropriate language: Remember that you are a representative of the Oakdale Joint Unified School District on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
 - c. Privacy: Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues. Report to your system/site administrator any person who asks for personal information or violates your privacy.
 - d. Games: Do not play games with others on the Network System or on the Internet.

5. **Services.** OAKDALE JOINT UNIFIED 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 suffered while on this network system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by your own errors or omissions. Use of any information obtained via the Network System is at your own risk. OAKDALE JOINT UNIFIED SCHOOL DISTRICT specifically denies any responsibility for the accuracy of information obtained through its services.
6. **Security.** Security on any computer system is a high priority. If you identify a security problem, notify the system/site administrator at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any misuse of your account is your responsibility. You must log off when leaving your computer station. Students are not allowed to use staff accounts.
7. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, intentionally uploading, downloading or creating computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or the data of any other user, including so-call "hacking," or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of your network privileges, disciplinary action, and/or legal referral.
8. **Email and Files.** Email is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to your system/site administrator. Employees 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. This includes sending of email "chain letters," or other non-educational unsolicited email to staff.
9. **Inappropriate Material.** Employees shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs on or from any district workstation or network.
10. **Copyright.** Copyrighted material may not be placed on the system without the author's written permission. Employees may download copyrighted material only in accordance with applicable copyright laws.
11. **Updating Your Account.** Notify your system/site administrator of any changes in your account information or enrollment status.
12. **Board Policies.** The following board policies are related to technology: BP6162.7 Use of Technology In Instruction; BP4040 Employee Use of Technology; BP0440 District Technology Plan; and BP6163.4 Student Use of Technology.
13. **Duration of this Agreement.** This agreement will remain in effect throughout the time I am at this school site. I may revoke this agreement by putting in writing a note to the Site Administrator. If the agreement is updated by the school district a new agreement will need to be signed.

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Internet Safety Policy/Agreement Form

District Staff

STAFF

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Superintendent, or designee and/or site administrator. Prior to allowing any student access to the Internet/on-line Resources I agree to instruct the student on acceptable use of the network and proper network etiquette. I will uphold and enforce the student Internet Safety Policy/Agreement.

Staff Member's Name (please print): _____

Signature: _____ *Date:* _____

School Site: _____

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