

ADMINISTRATIVE PROCEDURE  
AUTHORIZATION FOR INTERNET ACCESS

Each individual seeking District Internet access must sign this Authorization as a condition for using the District's Internet connection. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is a legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

**Terms and Conditions**

1. Acceptable Use – Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges – The use of the District's Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. The Superintendent or his/her designee will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.
3. Unacceptable Use – The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:
  - a) Using the network for any illegal activity, including violation of copyright or other contract, or transmitting any material in violation of any U. S. or State regulation;
  - b) Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c) Downloading copyrighted material for other than personal use;
  - d) Using the network for private financial or commercial gain;
  - e) Wastefully using resources, such as file space;
  - f) Gaining unauthorized access to resources or entities;
  - g) Invading the privacy of individuals;
  - h) Using another user's account or password;
  - i) Posting material authorized or created by another without his/her consent;
  - j) Posting anonymous messages;
  - k) Using the network for commercial or private advertising;
  - l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials; and using the network while access privileges are suspended or revoked.
  - m) Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules or network etiquette. These include, but are not limited to, the following:
  - a) Be polite. Do not become abusive in messages to others.

- b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c) Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d) Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
  - e) Do not use the network in any way that would disrupt its use by other users.
  - f) Consider all communications and information accessible via the network to be private property.
5. No Warranties – The 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 the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users’ errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
  7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the principal or his/her designee. Do not demonstrate the problem to other users. Keep the user’s account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as another individual will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
  8. Vandalism – Vandalism will result in cancellation of privilege and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
  9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment of line costs.

Individuals need only sign this Authorization for Internet Access once while employed by or otherwise associated with the School District.

I understand and will abide by the above Authorization for Internet Access. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District’s Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

DATE: \_\_\_\_\_ USER SIGNATURE: \_\_\_\_\_

REVISED: January 11, 2010