

Authorized Use of Internet Services Employee Agreement

Garfield School District Re-2 is providing employees and students with access to the district's electronic communication system, which includes Internet access.

The district system has a limited educational purpose. The purpose of the district system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase district intercommunication, enhance productivity, and assist district employees in upgrading their skills through greater exchange of information with their peers. The district system will also assist the district in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

Users may not use the district system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use, district acquisition policies will be followed for district purchase of goods or services through the district system.

Users may not use the system for multi-mailings without permission from the system administrators. Central office employees and principals may use the system for multi-mailings for administrative purposes.

Access to the system

The district's Acceptable Use Policy (AUP), set forth in policy GBEE* will govern employee use of the district system.

Individual e-mail accounts for district employees

District employees will be provided with an individual account. An employee agreement must be signed and dated. Upon which time an employee leaves district employment for any reason, their e-mail account will be terminated.

District limitation of liability

The district makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district

is not responsible for the accuracy or quality of the information obtained though or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

Due process

1. The district will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the district system.
2. Employee violations of the district AUP will be handled in accord with district policy.

Search and seizure

1. System users have a limited privacy expectation in the contents of their personal files on the district system.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the district AUP or the law.
3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law, board policy or school rules. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

Academic freedom, selection of material

Board policies on academic freedom and free speech will govern the use of the Internet.

Respecting resource limits

1. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, self-discovery activities. For students, the limit on self-discovery activities is no more than 6 hours per week.
2. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
3. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

**Staff Use of the Internet and Electronic Communications
(Annual Acceptable Use Agreement)**

Staff member

I have read, understand and will abide by the district's policy on Staff Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's computers or computer system, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

I hereby release the school district from all costs, claims, damages or losses resulting from my use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Staff Use of the Internet and Electronic Communications and understand its significance.

Staff member's Name (printed)

Staff member's Signature

Date

Issued: July 24, 2007

<p>District Use Only</p> <p>User Name:</p> <p>Temporary User Password:</p> <p>Comments/TrSht/Tcp/</p> <p>_____</p> <p>_____</p> <p>_____</p>
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