



Los Lunas Schools Employee Acceptable Use Agreement

Introduction

Employees of Los Lunas Schools have access to the district computer network resources, electronic mail and the Internet. To use these resources, all employees are required to read and become familiar with the Acceptable Use Board policy and must sign and return this form to their site supervisor. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your supervisor. A copy of Board Policy 6.17 regarding access to networked information resources and this document are available on the Los Lunas School District web site, www.llschools.net.

General Network Use

The network is provided for employees to manage their schools sites/departments, conduct research, plan assignments, and communicate with others. Access to network services is given to staff that agree to act in a considerate and responsible manner. Employees are responsible for good behavior on school computer networks just as they are in the office or a classroom. Access is a privilege - not a right. As such, general school/office rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed (see over).

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Internet / E-mail Access

Access to the Internet and e-mail will enable employees to use thousands of resources and databases. Within reason, freedom of speech and access to information will be honored. Employees should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to facilitate office/school site management and further educational goals and objectives, employees/students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, staff members are responsible for following the standards the district has set forth when using media and information sources.

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Operation of the computer system and network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services. All users must sign an agreement for Acceptable Use in order to use the district computers and information network. Minors must have parental permission. As outlined in Board policy 6.17 users of the network are prohibited from participating in certain activities that include, but are not limited to:

- Sending, storing, or displaying offensive messages or pictures
- Using obscene language, or viewing, downloading or transmitting obscene or pornographic or other sexually oriented materials or sites
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks, including permitting network security to be breached or introducing viruses, malware or spyware
- Violating copyright laws
- Using others' passwords or disclosing the user's or others' passwords, which would allow unauthorized persons access to the network
- Trespassing in others' folders, work or files, or seeking or obtaining unauthorized access to privileged or confidential files
- Downloading programs which have not been cleared by the IT Department, or accessing or use of games that are not district approved/educationally oriented
- Intentionally wasting limited resources or sending mass communications without authorization
- Employing the network for commercial purposes, financial gain, or fraud
- Using proxies to bypass Internet content filtering
- Violating the school or board policy
- Other activities as determined by the school/district administration or school board

Violations may result in a loss of access as well as other disciplinary or legal action (Board policy 6.17).

Employee User Agreement:

As a user of the Los Lunas Schools computer network, I understand that the District may access and monitor my use of the computer system, including my use of the Internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Employee Printed Name: _____

Employee Signature: _____

Work Site: _____ Employee # _____ Date _____