



Acceptable Use Policy for Network, Internet and E-Mail Services (IJNDB) What New Employees Need to Know

- 1. Purpose of the District Network Internet and E-mail**
 - To offer educational, professional, and career development activities for students and employees.
 - To increase district intra-communication, enhance productivity, and assist district employees in upgrading their skills through greater exchange of information with their peers.
 - To assist the district in sharing information with the local community, including parents, social service agencies, government agencies and businesses.
 - To involve teachers, instructional support personnel, consultants, administrators and community leaders in a continuous dialog and review of matters, materials and applications.
 - To assist in preparing students for lifelong learning through providing access to electronic information resources and communication tools.

- 2. In order to use network, Internet and e-mail services all new employees must:**
 - Participate in required AUP staff development sessions offered through either Instructional Technology Services or the school or department to which he or she is assigned.
 - Read and understand the *Administrative Rule Guidelines* for the *Acceptable Use Policy*.
 - Sign the *New Employee Agreement for Use of Internet Resources* indicating participation in the AUP training and acceptance of policy terms.
 - Complete the *Novell/Group Wise Network Access Form*, obtain signed approval from their supervisor and return it to the site coordinator for processing. **(This applies to non-certified employees only. New certified staff members will automatically be assigned an account by HRS.)**

- 3. In order to use network, Internet and e-mail services for instructional purposes all teachers must:**
 - Provide appropriate training for student use of the network, Internet and e-mail services.
 - Have their students sign the *Student Agreement for Use of Internet Resources* form indicating that they have been instructed on the policies and procedures for using the Richland One Network/Internet/E-mail system and understand their rights and responsibilities.
 - Have their students and their parents/guardians sign the *Student E-mail Use Agreement* indicating that they will abide by the *Guidelines for Student E-mail Use*.
 - Understand instructional responsibilities and provide appropriate opportunities and assignments that foster information literacy skills and the research process.
 - Follow classroom and management procedures as stated in the Administrative Rule Guidelines.

- 4. In order to monitor use of network, Internet and e-mail services any employee working in a supervisory capacity must:**
 - Provide appropriate training for employees in the use of the network, Internet and e-mail services.
 - Have all employees under his or her supervision sign the *Employee Agreement for Use of Internet Resources* form indicating that they have been instructed on the policies and procedures for using the Richland One Network/Internet/E-mail system and understand their rights and responsibilities. (To be completed and filed with School or Department Supervisor)
 - Establish departmental and management procedures as stated in the Administrative Rule Guidelines.

The Acceptable Use Policy and its supporting forms may be accessed via the Internet from the district's website.



New Employee Agreement for Use of Internet Resources
(To be completed and filed with HRS)

School or Department: _____

I agree to attend required AUP staff development sessions offered through either Instructional Technology Services or my school or department.

I agree to carefully review the Richland One AUP Policy and associated administrative rules and to abide by the rules and regulations for use of the network, Internet and e-mail services

I agree to ensure that the students and/or the employees under my supervision have been instructed in the AUP policy and will monitor them as they use district network, Internet and e-mail services.

I understand that e-mail messages and other electronic files created using Richland County School District One resources or stored on District resources are property of the District.

Name (Please Print Legibly)

Social Security Number

Signature:

Date: