



## KINGSWAY REGIONAL SCHOOL DISTRICT

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### COMPUTER/INTERNET USAGE AGREEMENT

All of the District's automated systems, including electronic mail, voice mail, internet access and electronic storage systems are district property and are not confidential. The district has the right to access, review, copy, modify and delete any information transmitted through or stored in the system, including e-mail messages. Files containing personal information or business of an employee are treated no differently than the district's files and the employee has no expectation of privacy in such materials.

#### COMPUTERS OWNED BY THE DISTRICT:

Whether being used in the district or in another location:

- Only authorized employees, authorized students or persons authorized by the administration may use the computer as use by others puts district assets and records in jeopardy. You are not to allow unauthorized persons access to district computer equipment, whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the district shall be loaded on the computer.
- Passwords need to be kept in a discreet location.

#### E-MAIL USAGE POLICY:

Use of e-mail to engage in any communication in violation of district policies including transmission of defamatory, obscene, profane, offensive, or harassing messages or messages that disclose personal information without authorization is strictly prohibited.

Use caution in addressing messages to ensure that new messages are not inadvertently sent to the wrong party. This is critical because of the sensitive nature of the documents we often may be asked to e-mail. Always double check that the address you are using is correct and current.

E-mail and other electronic communications systems can be useful tools permitting rapid and efficient communication with a large audience. This same strength can be a weakness as a hastily written note may be subject to misinterpretation in the future, when the context is not so clear. This is particularly true when your message is subject to being forwarded, rerouted or saved by others. For this reason, when sending electronic messages, you should keep the following test in mind: "Would I be concerned if

I had to read this message out loud, under oath as a witness in a courtroom proceeding?" If that possibility does not unduly concern you, then your message is probably acceptable.

Use of another user's name/account to access e-mail or the Internet is strictly prohibited.

**INTERNET USAGE:**

Internet resources may be used only for purposes that effectively support the district's goals and objectives or for the non-business purposes that are approved by the administration. The district has the ability and reserves the right to review records of use of the World Wide Web.

The district will not be responsible for maintaining or payment of personal internet accounts.

You must respect all copyright and license agreements regarding software or publications they access from the internet. The district will not condone violations of copyright laws and licenses, and you will be personally liable for any fines or sanctions caused by any license or copyright infringement.

I have read and understand the below policies that reference acceptable use of computer network(s) / computers and resources by teaching and support staff members. These policies can be found at:

**Policy 3321: Acceptable Use of Computer Networks/ Computers by Teaching Staff Members:**

<http://goo.gl/F37ni0>

**Policy 4321: Acceptable Use of Computer Networks/ Computers by Support Staff Members:**

<http://goo.gl/dPx99B>

I agree to abide by the conditions set forth at all times. I agree to accept any and all sanctions if I violate these policies. Sanctions may include, but are not limited to, cancellation of account privileges, disciplinary actions, and legal proceedings.

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_