

Plymouth Community School Corporation (7540.04)
Staff Acceptable Use Agreement

Plymouth Community School Corporation is actively pursuing making advanced technology and increased opportunities available to our students and staff. We are happy to be able to provide Internet access in our schools. We believe technology will help propel today's schools into the information age by allowing students and staff to access and use information sources from around the world, communicate and share information with individuals or groups of other students and educators, and significantly expand their knowledge base. The Internet is a tool for life-long learning and only begins to open the door to many advanced tools.

PROPER AND ETHICAL USE: With any learning tool, all staff must understand and practice proper and ethical use.

CONDITIONS AND RULES FOR USE:

1. Acceptable Use
 - a. The purpose of the Internet is to facilitate communications and exploration in support of research and education by providing access to unique resources and an opportunity for collaborative work. The use of your account should be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through money from the District with support from state and federal grants. All users of the Internet must comply with existing rules and this Acceptable Use Policy.
 - b. Transmission of any material in violation of any federal or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
 - c. While a user cannot control what is emailed to them, inappropriate email containing wording or attachments of a rude, profane, or sexual nature should be deleted. District equipment should not be used to redistribute emails of this nature.
 - d. Use for commercial activities is not acceptable. Use for product advertisement or non-educational political lobbying is also prohibited. Re-sale of non-commercial personal property is permitted.
2. Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including violation of the conditions and rules, may result in cancellation of the privilege. The system administrators will deem what is inappropriate use and their decision is final. Plymouth Community Schools, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend, or close any user account at any time based upon its determination of inappropriate use by a user or account holder.
3. Monitoring
 - a. Plymouth Community School Corporation reserves the right to review any material on user accounts or school-owned computers and to monitor fileserver space in order to make determinations on whether specific uses of their property are inappropriate. Plymouth Community School Corporation also reserves the right to monitor, filter, or block any and all Internet activity that takes place on its networks.

- b. Any information stored on a District-owned computer is considered public information unless otherwise stated in public law. If news media or a district constituent requests to see the Internet history or emails sent by a machine or a staff member, Plymouth Community School Corporation is required by law to provide this information or allow the party requesting the information to retrieve it.

4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Be polite. Do not get abusive in messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law.
- c. Do not reveal the address or phone numbers of students or staff.
- d. Electronic mail (email) is not guaranteed to be private. The network administrator has access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges and/or termination.
- e. Do not use the network in such a way that you would disrupt the use of the network by other users.
- f. All communications and information accessible via the network should be assumed to be private property.
- g. The accessing, uploading, downloading, or distribution of pornographic, obscene, or sexually explicit materials is prohibited.
- h. Plymouth Community Schools will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

5. No Warranties

- a. Plymouth Community School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. Plymouth Community School Corporation is not responsible for any damage a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's own risk. Plymouth Community School Corporation specifically denies any responsibility for the accuracy or quality of information obtained on the Internet. All users need to consider the source of any information they obtain, and consider how valid that information may be.

6. Security

- a. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their passwords. Users should also protect their password to ensure system security and their own ability to continue to use the system.
- b. If you feel you can identify a security problem on the Internet or Local Area Network (LAN), you must notify the system administrator. DO NOT demonstrate the problem to others.
- c. Attempts to log onto the network or the Internet as a system administrator will result in the cancellation of user privileges and/or other disciplinary action.
- d. Any user identified as a security risk for any reason may be denied access to the Internet and/or the LAN.

- e. Protection of student information is important to any school. Staff members should not allow students to use a computer while the staff member is still logged onto the network, unless the student is under constant staff supervision.
7. Vandalism and Harassment
- a. Vandalism and harassment will result in cancellation of user privileges and/or other disciplinary action.
 - b. Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, Internet, or other networks that are connected through the LAN, WAN, or Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
 - c. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email, instant messages, or files.
8. Procedures for Use
- a. Staff members must properly sign-up/register their class before use of the network in a lab. This procedure will vary from school to school.
 - b. All users have the same right to use the equipment. Therefore, users should not play games or use computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer ink, and diskettes that are provided by the District.
9. Encounter of Controversial Material
- Users may encounter material that is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network it is impossible to effectively control all data content. It is the user's responsibility not to initiate access to such material. If a user encounters such material, they should immediately leave that site and report the incident to the system administrator or his/her designee.

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I understand and will abide by the Plymouth Community School Corporation Staff Acceptable Use Agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or disciplinary action may be taken.

Staff Member's Printed Name: _____

School/Location: _____

Staff Member's Signature: _____ Date: _____