

EMPLOYEE ACCEPTABLE USE GUIDELINES
for Teacher and Staff Access to the Internet and E-mail Services

1. PURPOSE OF INTERNET ACCESS AND E-MAIL SERVICES

Internet Access and E-mail Services are provided solely for educational purposes and for use in connection with official duties, subject to these Acceptable Use Guidelines.

2. DEFINITIONS

As used in this document, "Internet Access" or the "System" refer to Internet Access and E-mail Services provided to Teachers (as well as other school personnel, as described below), by New Castle Community School Corporation. "School" refers to the school at which the Teacher is employed (including contract employment or consulting). For the purposes of this document, references to School policies or codes of conduct include policies of the School's school district. The term "Teacher" includes certified and non-certified staff and other School employees, contractors and consultants responsible for computer labs or other computer facilities provided for Users of Internet Access. "User" refers to students or other individuals, including Teachers and other School employees, using the services described herein. These defined terms are capitalized in this document.

3. ACCESS

A. **ELIGIBILITY.** Teachers and staff will be granted such Internet Access as deemed appropriate by the School and New Castle Community School Corporation. Internet Access is a privilege, not a right.

B. **AGREEMENT TO ACCEPTABLE USE GUIDELINES REQUIRED.** No User is allowed Internet Access until he or she has signed and returned this document to the School.

4. PROHIBITED USES

A. **PERSONAL SAFETY.** Users must exercise caution when transmitting or posting any personal contact information, including home or work addresses, telephone numbers, pager numbers, or e-mail. New Castle Community School Corporation and the School specifically deny any responsibility for damages due to or arising out of system use.

B. **DISRUPTION OF SYSTEM, INTRODUCTION OF COMPUTER VIRUSES.** Users may not engage in any activity that disrupts the System, or other Users' use of the System, including, but not limited to, introducing computer viruses to the System, hacking, phreaking, bombing, spoofing, and spamming. Deliberate violations may result in suspension or revocation of access to E-mail Services, and/or other disciplinary action.

C. **ILLEGAL ACTIVITIES OR ACTIVITIES INCONSISTENT WITH SCHOOL POLICY.** Users may not use Internet Access for illegal or improper purposes, including, but not limited to, vandalism, harassment, defamation, libel, and attempts to make unauthorized entry into other computer systems, or other activities inconsistent with School policy.

D. **IMPERSONATION.** When using their E-mail accounts, Users must use their real names and must not send or attempt to send messages that purport to be from some other person or entity. Users may use "handles" for Internet free mail services, IRC, or similar services, provided the use of such services is not in violation of these Acceptable Use Guidelines.

E. **USE OF INAPPROPRIATE LANGUAGE.** When using communication services, Users will use appropriate language as indicated by school codes of conduct.

F. **PLAGIARISM AND COPYRIGHT INFRINGEMENT.** Users will properly attribute material obtained through Internet Access and not infringe the copyrights of others.

G. **ACCESS TO INAPPROPRIATE MATERIAL.** Users will not access any material unrelated to the purposes of Internet Access. Users may not access any material that is obscene or which advocates illegal acts. Teachers may not access material that advocates discrimination or violence towards other people, except when necessary for educational purposes.

H. **COMMERCIAL ACTIVITIES.** Users may not use Internet Access to conduct a business, to offer, provide, buy or sell products or services, or to engage in any other commercial activities.

I. **USE BY UNAUTHORIZED USERS.** Users will not allow, encourage or facilitate use of Internet Access by unauthorized users.

J. **ENCRYPTION.** E-mails may not be encrypted, except as specifically authorized by the School.

K. Users may not initiate communications into the System from other computers (for example, home computers) that are inconsistent with the intended purposes of the System or with any of these Acceptable Use Guidelines.

These guidelines do not attempt to articulate all required or proscribed behavior by Users. Users' use of the System is subject to the supervision and discretion of the School and New Castle Community School Corporation

5. USER RESPONSIBILITIES

In addition to observing all the other guidelines and school policies when using Internet Access, Users are responsible for:

A. **PROTECTION OF SYSTEM SECURITY.** Users must notify the appropriate School authorities if they become aware of any security problem with or threat to the System and/or Internet Access.

B. **RESPECT FOR PRIVACY.** When using communications services, Users must not post private information about another person or repost a message sent to them privately without the permission of the author of the message.

C. **RESPECT FOR RESOURCE LIMITS AND APPROPRIATE USES.** Users will use the System and/or Internet Access only in a reasonable manner and for purposes described in Section 1.

D. **SUPERVISION OF STUDENTS IN THEIR CHARGE.** Users will assure that students in their charge observe the System's Acceptable Use Guidelines for students. Teachers and other Users must not allow, encourage, or facilitate any activities by students which are inconsistent with the Acceptable Use Guidelines for students' use of the System.

6. CONSEQUENCES FOR INAPPROPRIATE USE

Internet Access and E-mail Services is a privilege, not a right. All School policies regarding Users' conduct extend to their conduct while using the System. Failure to abide by these Acceptable Use Guidelines may result in suspension or revocation of the User's Internet Access, as well as other disciplinary action appropriate according to School policy, and/or other legal action, in accordance with applicable laws.

7. PRIVACY LIMITATIONS

Users have no reasonable expectation of privacy in their use of Internet Access or the System. School administrators and New Castle Community School Corporation personnel may monitor Users' Internet Access and use of the System, including e-mails when use of e-mail is permitted, as well as stored communications and files.

8. LIMITATION OF LIABILITY

Internet Access is provided on an "as is," "as available" basis. The School and New Castle Community School Corporation make no warranties of any kind, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any of the services provided by New Castle Community School Corporation Internet Access, including any information obtained through the Internet. This limitation of liability includes loss of data, service delays or interruptions. Although Internet Access may be screened by the School, the School and New Castle Community School Corporation specifically deny any responsibility for the accuracy or quality of information obtained through Internet Access or for access by Users of inappropriate content. Use of any information obtained through Internet Access is at the risk of the User.

9. INDEMNIFICATION

Users agree to indemnify and hold the School, New Castle Community School Corporation, and their affiliates, officers, agents, or other partners, and employees, harmless from any claim or demand, including reasonable attorneys' fees, due to or arising out of use or misuse of Internet Access by any student or other User, or arising from any User's violation of these Acceptable Use Guidelines.

User Signature: _____ Date: ____/____/____