

**SALMON RIVER CENTRAL SCHOOL DISTRICT**  
**EMPLOYEE ACCEPTABLE USE AGREEMENT**  
Electronic Information Resources

## Introduction:

Electronic information resources, which include, but are not limited to, voice mail, email, internet access, and Google/G Suite accounts, are available to employees of Salmon River Central School District. The goal in providing electronic information service to employees is to promote efficiency and excellence in the workplace by facilitating resource sharing, innovation, communication, cooperation, and collaboration.

## Scope:

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered inappropriate, illegal, or of no professional or educational value. On a global network, it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials. Users who access, publish or attempt to access or publish inappropriate material or illegal Internet sites, will be subject to discipline; which may include termination of employment.

The smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network resources.

## Terms and Conditions of this Agreement:

The signature at the end of this Acceptable Use Agreement is legally binding and indicates the employee has carefully read, understood and agrees to the terms and conditions of appropriate use.

1. Privileges: The use of the district's wireless network, even on a non-district owned device (ie. your personal cell phone), is governed by this policy. The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of termination) and/or referral to legal authorities. The site administrator/supervisor or systems administrator may limit, suspend, or revoke access to electronic resources at any time.
2. Acceptable Use: The use of an assigned account must be in support of education, business and research and/or within the educational, professional or personal employment goals, roles, responsibilities and objectives of the Salmon River Central School District. Each user is responsible for this provision when using the District electronic information resources. Transmission or intentional receipt of any inappropriate material or material in violation of law or District policy is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; material protected by trade secrets; the design or detailed information pertaining to explosive devices; criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; inappropriate language; use of product advertisement, or political lobbying.

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Any employee who "publishes" on the Internet (all webpages/sites designed as classroom resources included) must abide by the approved publishing procedures and District guidelines, which include informing and involving the organization administrator in the publishing process. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the Salmon River Central School District are forbidden.

The use of printers and peripheral devices shall be used to support instruction and will be used responsibly for copying school related materials only.

The use of any technology designed to circumvent Salmon River's web filters or firewalls (such as VPNs, proxies, etc.) is considered a violation of this agreement.

3. Network Etiquette: Salmon River staff are expected to use the Salmon River email system for all school related email communication and not a personal email account. Salmon River email accounts are not to be used for personal/non-school related business (ie. Registering on non-school related websites, which may result in additional SPAM). Please note, Salmon River email is archived indefinitely.

District employees have the responsibility to assure all shared information meets the standards set forth in this Acceptable Use Agreement. Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following: Be polite; Never send or encourage others to send abusive messages; Use appropriate language; Email is not guaranteed to be private; Anyone on the system has potential access to mail; Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.

Do not use the network in any way that would disrupt network use by others. Use electronic resources appropriately, including no sales, advertisements or solicitations. Messages relating to or in support of illegal or inappropriate activities, as pertaining to this Acceptable Use Agreement, must be reported to the appropriate local Principal/supervisor or systems administrator.

4. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the network, or the Internet system. Vandalism also includes, but is not limited to: overloading of data on the server, or the uploading, downloading or creation of computer viruses.
5. Security: Security on any computer system is a high priority because of multiple users. Do not use another individual's account, including accounts designed for system administration by the IT staff. Do not share any of your usernames or passwords with anyone else; staff, student, or otherwise. Do not log on to the system as the system's administrator. Any security concern must be reported to the Principal/supervisor or system's administrator at once.
6. Updating: Account changes such as phone number, location, or address must be reported by the account owner to the systems administrator.
7. Service Disclaimer: The Salmon River Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Salmon River Central School

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District will not be responsible for any damages the employee may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the employee's own risk. Salmon River Central School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

8. Geolocation: In an effort to protect its assets from being lost or stolen, the Salmon River Central School District reserves the right to enable geo-location technology on any and all district owned devices, including but not limited to: laptops, tablets, iPads, Chromebooks, and cellular phones. Any attempt by a staff member to disable geolocation technology on a district owned device is forbidden and is considered a violation of this agreement.

**User Signature of Agreement:**

I understand any violations of the above provisions of this Acceptable Use Agreement, when using the District electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action, which may include termination. I therefore agree to maintain professional standards and to report any misuse of the electronic information resources to my site systems administrator. I also agree to fully disclose to my administrator/supervisor all Internet/Intranet publishing activities. Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as describes above.

**I have read this agreement and understand that Internet sites are filtered and that my District electronic information resource accounts may be monitored. I hereby agree to comply with the above-described conditions of acceptable use.**

User Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_