

Authorization for Internet Access

Each employee must sign this Authorization as a condition for using the East Dubuque School District 119's Internet connection. Each employee must sign the Authorization before being granted network access.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the **Authorization for Internet Access** will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

1. Terms and Conditions

- a. **Acceptable use** – Access to the District's Internet must be for the purpose of education or research and be consistent with the educational objective of the District.
- b. **Privileges** – The use of the District's Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. The principal will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; the principal's decision is final.
- c. **Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - i. Using the network for any illegal activity, including violation of the copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation:
 - ii. Unauthorized downloading of software, regardless of whether it is copyrighted or virus free:
 - iii. Downloading copyrighted material for other than personal use:
 - iv. Using the network for private financial or commercial gain:
 - v. Wastefully using resources, such as file space:
 - vi. Gaining unauthorized access to resources or entities:
 - vii. Invading the privacy of individuals:
 - viii. Using another user's account or password:
 - ix. Posting material authored or created by another without his/her consent:
 - x. Posting anonymous messages:
 - xi. Using the network for commercial or private advertising:
 - xii. Accessing, submitting, posting publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material:
 - xiii. Using the network while access privileges are suspended or revoked; and
 - xiv. Altering security or altering the computer hardware or software.

2. Network Etiquette – You are expected to abide by the generally accepted rules or network etiquette. These include, but are not limited to, the following.

- a. Be polite; do not become abusive in your messages to others;
- b. Use appropriate language; do not swear or use vulgarities or any other inappropriate language;

- c. Do not reveal the personal address or telephone numbers of students or colleagues;
 - d. Recognize that electronic mail (e-mail) is not private; people who operate the system have access to all mail; messages relating to or in support of illegal activities may be reported to the authorities;
 - e. Do not use the network in any way that would disrupt its use by other users; and
 - f. Consider all communication and information accessible via the network to be private property.
3. **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. **Indemnification** – The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to or arising out of any breach of this Authorization.
5. **Security** – Network security is a high priority. If you can identify a security problem on the Internet you must notify the Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
6. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to the uploading or creation of computer viruses.

All employees need only sign this Authorization for Internet Access once while employed by the East Dubuque School District 119.

Signature: _____

Date: _____