

KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT INTERNET/NETWORK ACCEPTABLE USE CONTRACT (PERSONNEL)

TERMS AND CONDITIONS FOR EDUCATIONAL USE OF KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT'S NETWORK, COMPUTING EQUIPMENT, AND INTERNET CONNECTION

Some parts of the Internet may contain harmful matter (as defined by Penal Code 313) that is not suited for students. The intent of the KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT is to use connections on the Internet only for purposes consistent with our approved curriculum. Although the actual percentage of unacceptable materials is small, it can cause concern for educators, students and parents if a student accesses those materials while doing legitimate research. Additionally, the Internet contains a vast library of applications. These applications can be classified as productive enhancements, non-productive nuisances, or destructive disrupters. The district will comply with the laws set forth by CIPA (Child Internet Protection Act) which includes, but is not limited to, content filtering. If you have a question or concern regarding any materials you find, play it safe! Immediately contact a technical staff member.

Internet/Network Policy

1. Acceptable Use - Use of the Internet must be in support of education and research while remaining consistent with the educational and ethical objectives of the KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT. A teacher, in the course of setting guidelines for classroom/lab management, may impose restrictions in addition to those stipulated by this Policy. Use of the Internet to access another organization's network or "on-line" computing resources must comply with the rules appropriate for that organization, as well as the rules set forth in the KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT Internet and Network Policies.

Because the KLAMATH-TRINITY JOINT UNIFIED SCHOOL District's Internet connection is used as part of a school activity, your school's code of conduct applies to Internet activities as well. Therefore, this Internet Policy is an extension of your school's behavior code. These rules apply to vandalism of computer hardware/software, attempts to gain unauthorized access, and harassment. As responsible adults, you are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- a. Be polite. You may not use the KLAMATH-TRINITY JOINT UNIFIED SCHOOL District's Internet connection to annoy, harass or otherwise offend other people. Impolite private web sites pertaining to KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT schools, students, faculty, staff, administration, and/or trustees will be scrutinized severely for civil and legal violations.
 - b. Use appropriate language.
 - c. For your own safety, and for the safety of others, exercise caution, do not reveal your personal address or phone number or addresses/phone numbers of students or staff members.
 - d. Note that electronic mail (E-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities. Messages violating any of the terms set forth in this agreement may result in removal of all computing privileges provided by KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT. Access to on-line e-mail accounts not sponsored by KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT may be disabled at any time without warning.
 - e. All electronic resources (graphics, sounds, movies, etc.) accessible via the Internet should be assumed to be copyrighted, private property unless explicitly stated as otherwise by the source. Use of these resources must be accompanied by either written permission from the source author or a formal bibliographical reference to the source and author.
 - f. All the rules and regulations apply when using the school network from off campus.
2. Unacceptable Use - Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:
 - 1.) copyrighted material
 - 2.) threatening or obscene material
 - 3.) material protected by trade secret
 - 4.) destructive or disruptive material, such as computer viruses
 - a. Use for commercial activities, gambling, product advertisement, or political lobbying is not acceptable and is prohibited. Any transmission or reception of pornographic material is also unacceptable and is expressly prohibited.
 - b. Accessing non-public areas of the KLAMATH-TRINITY JOINT UNIFIED SCHOOL District's network and/or computing equipment from any Internet connection (public or private) is forbidden.
 - c. Downloading and/or installing any application, plug-in, update, or patch without prior consent from KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT in conjunction with site administration & technology department is not acceptable.

- d. Do not use the network in such a way that you would disrupt the use of the network by other users.
- e. Do not share your account information with students or other users. By sharing your account information (username and password), you are taking responsibility for someone else's actions. Anything they do can be traced back to you and you may suffer the consequences of their actions. If you suspect that another person has your account information, report it immediately to the attendance office.
- f. Do not attempt to change your own password. This may be interpreted as an attempt to tamper with the system.
- g. Attempts to login on any KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT network or computing system as a system administrator or as another user will result in cancellation of your account.
- h. Use of any application that may compromise the security, integrity, or performance of the network is prohibited. Use only applications that are currently a part of the system. If there is an application that you feel would enhance the system, report its merits to the teacher who teaches the related curriculum and let your administrator know.
- i. Vandalism will result in cancellation of all network and computing privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, or creation of, computer viruses.
- j. Use the District system only in support of education and research while remaining consistent with the educational and ethical objectives of the KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT.

Disclaimers

1. Privileges - The use of KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICTS' network, computing equipment, and Internet connection is a privilege. Unacceptable use will result in a cancellation of the privilege. The system administrator may close an account or discretely monitor a user at any time if necessary. The administration, faculty and staff of the KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT may request the system administrator to deny, revoke, or suspend specific student privileges if violations have been noted.
2. Warranties - The KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT makes no warranties of any kind, whether expressed or implied, for the service it is providing. The KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT will not be responsible for any damages you suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the negligence of the KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT or your own errors or omissions. Use of any information obtained via KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICTS' network, computing equipment, and Internet connection is at your own risk.
3. Security - Security on any computer system is a high priority, especially when the system involves many users. If you identify any security problems with KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICTS' network, computing equipment, or Internet connection, notify District Network Administrator Wanda Inman, at (530) 625-5601 (wchilders@ktjUSD.k12.ca.us)

Personnel Agreement

Staff Name: _____

Position: _____ **Site:** _____

I have read the **Terms and Conditions for Educational Use of KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICTS' Network, Computing, Equipment, and Internet Connection** which is attached to this agreement and incorporated into this agreement as if set forth in full. I agree to follow the rules contained in this policy, and I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures. I agree to model these rules for the students under my supervision, I will allow no unsupervised students access to the internet, and I agree to maintain strict security of confidential student data such as grades, attendance, and personal information. I further understand that any files, electronic mails, and other information on the district's network or on the district's equipment may be subject to search at any time, and that I retain no rights of privacy or ownership in that information, regardless of any personal password I may have. I further understand and agree that this agreement will be placed into my personnel file.

Staff Signature: _____

Date: _____

Cc: personnel file