

**STAFF USE OF THE DISTRICT COMPUTER NETWORK AND THE INTERNET:
STAFF LETTER AND USER AGREEMENT FORM**

Dear Staff Member:

We are pleased to offer staff of the Euclid City Schools access to the District computer network and the Internet. Access to electronic mail (E-mail) and the Internet will allow staff to utilize and explore thousands of global resources.

What follows is a User Agreement Form, completion of which will allow you to have access to the Internet through Euclid City Schools. Please read this application thoroughly. Staff members are to complete and sign their own form.

Our intention is to make Internet access available to further educational goals and objectives. We believe that the Internet offers many opportunities for information, cooperation, and learning. However, material on the Internet also contains items that are illegal, inaccurate, or potentially offensive. Euclid City Schools will use filtering technology to prohibit access to such materials, but it is impossible to completely control such activities when working with a global network. Ultimately, the staff members are responsible for utilizing good judgment in accessing media and information resources.

Terms and conditions

By signing and returning the User Agreement Form, the staff member agrees to the terms and conditions listed below. Violation of these provisions will result in the termination of the staff member's account and future access may be denied. Per Board Policy, disciplinary action, up to and including termination can be applied.

Acceptable use is only for the purpose of or support of education in a K-12 environment.

The following activities are examples of prohibited uses:

1. Transmitting/receiving offensive messages, pictures, or other materials.
2. Harassing, insulting, or attacking others.
3. Damaging computers, computer systems, or networks.
4. Using another person's account/password or allowing others to use your account.
5. Activities which violate State or Federal laws.
6. Attaching computer or network equipment which is not owned by the Board of Education to the Euclid City Schools computer network.

Staff with student supervision responsibilities **will** not leave students unsupervised while using technology. In order for students to access information electronically, i.e., Internet, etc., they must have a signed parental permission form (JFCD-E) on file in the building. Staff **will** check to see that this form is on record before allowing students to participate in these activities.

There are some generally accepted “rules of the road” for usage of the Internet. Staff members will be expected to abide by these rules, some of which are listed below:

1. Be polite
2. Do not reveal your personal address
3. Keep stored E-mail and files to a minimum
4. Do not waste limited resources

Within reason, freedom of speech and access to information will be honored. However, Internet access will be monitored. Network storage areas may be treated like work processing files. Network administrators may review files and communications to insure that usage policies are being followed. Also, please be aware that E-mail is not private.

Please feel free to call me if you have any questions.

Sincerely,

Dr. Joffrey P. Jones
Superintendent

USER AGREEMENT FORM

Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ School/Building: _____

I have read and agree to the terms and conditions for an Internet Account

Signature: _____ Date: _____