

**Zion Elementary
School District No. 6**

Technology Resources

Internet Acceptable Use Policy

*Creating a Safe Environment
for Staff and Students to
Expand their Teaching and Learning
Horizons through Technology*

STAFF AGREEMENT

Please read this agreement carefully. When signed by you, it becomes a legally binding contract. Before you can be provided with a network access account, you must sign this agreement form and return it to the Technology Director at the District Office.

Terms and Conditions

Section I PERSONAL RESPONSIBILITY

As an educator, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism and inappropriate language, or other issues described below.

Section II ACCEPTABLE USE

The use of my assigned account must be in support of education and research and must be consistent with Zion Elementary School District's educational goals and objectives. I am personally responsible for the use of my account at all times. *Do not provide others with your access privilege.* You are responsible for all actions on your account.

1. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
2. Transmission of any material in violation of United States or other state regulations is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Engaging in commercial activities by for-profit institutions is not acceptable.
4. Use of the network for product advertisement or political lobbying and/or union use is prohibited.

The use of the electronic information system is a privilege, not a right.

Section III PRIVILEGES

Inappropriate use may result in cancellation of my account. Each person who receives an account will receive instruction as to proper behavior and use the network. The administration or staff of Zion Elementary School District may request that the system administrator deny, revoke or suspend specific user accounts.

Section IV GUIDELINES

I will abide by the following guidelines, and to all other guidelines concerning the appropriate use of technology, as approved by Zion Elementary School District's Board of Education.

- a) **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b) **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of your school and District on a non-private system. You may be alone with your computer, but what you say and do

- c) can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- d) **PRIVACY.** Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues. Report to the system administrator any person who asks for personal information or violates your privacy.
- e) **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. The Zion Elementary School District may periodically or randomly monitor email traffic to ensure proper District policy is being adhered to. Messages relating to or in support of illegal activities must be reported to the system administrator.
- f) **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by other users. Do not download huge files from places half a globe away. Only take the information you want and need.
- g) **MISUSE.** Report to your system administrator any misuse of the Network.

Section V
SERVICES

Zion Elementary School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by your errors or omissions. Use of any information obtained via the information system is at your own risk. Zion Elementary School District specifically denies any responsibility for the accuracy of information obtained through its services.

Section VI
SECURITY

Security on any computer system is a high priority. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any misuse of your account is your responsibility.

Section VII
VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of your network privileges, could be treated as refusal to follow an administrative direction and may be an intentional violation of board policy, and/or legal referral.

Section IIX
**UPDATING YOUR
ACCOUNT**

Notify the system administrator of any changes in your account information or employment status.

Required Signature

Zion Elementary School District Network User

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the system administrator. I understand that misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Staff Name (please print) _____

Staff Signature _____ Date _____

EMAIL INFORMATION: Your Employee Email account follows the following syntax:

Firstname Initial, Lastname, @zion.k12.il.us

Jane Doe would become JDOE@ZION.K12.ILUS

Jim Doe would become JDOE2@Z1ON.K12.IL.US

John Doe would become JDOE3@ZION.K12.ILUS

User Name _____ @zion.k12.il.us

Initial Password _____ (6 or more chars)

This initial password can be changed by you at anytime. If you lose your password, or for other reasons your password must be changed, the Systems Administrator will revert your password to the one you indicate above.

Job Title _____

Primary Building _____

Contact Information: Net56

Monday-Friday 7:30am - 4:30pm

Call 847-934-8100

or

helpdesk@net56.net