

**Electronic Access/User Agreement Forms****STAFF****APPROPRIATE USE POLICY (AUP) SUMMARY**

Having made a significant investment in technology, Green County Schools provide the opportunity to develop the skills necessary to excel in our modern world. Technology is utilized to provide you with a positive, well-structured learning environment to foster creative learning. Through technology experiences, you will learn skills that apply to real world problem solving.

In order for our investment to be maximized we must follow these rules:

**GENERAL USAGE**

- I am aware that the computers are the property of the Green County School System and any information stored on them is the property of the Green County School System.
- I will not engage in any illegal activity including copyright infringement, vandalism, harassment or discrimination; i.e., copying licensed software, downloading MP3s, downloading hacking software, etc.
- I understand that I am financially responsible for any malicious damage or vandalism that I cause. Vandalism is defined as any attempt to harm or destroy the physical computer, the data stored on computer, operating system, or any applications installed or cause damage to another person's data, to upload or transmit any known virus, or to cause any damage to Green County Schools network or any file server or other network connected to the KETS Internet backbone.
- I will not alter the setup of any school computer or load programs or services without the expressed permission of the School Technology Coordinator and/or the Principal.
- I will not intentionally waste limited resources or network bandwidth.
- I will not employ the network resources for personal or commercial activities, product promotion, political lobbying, or illegal activities.
- I understand that the Network Administrators and the District Technology Coordinator have the right to access any information stored in my user directory, in my computer email account, or on the current screen.
- I will not transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials.

**INTERNET USAGE**

- I will not try to visit sites that have no educational purpose.
- I understand that all Internet traffic sites visited and duration of time in the pages will be logged.
- I will not knowingly download/upload inappropriate graphics or text from the Internet or via email.
- I will not access unapproved newsgroups, chat rooms, interactive internet games, social networking sites, gambling sites or similar sites.

**Electronic Access/User Agreement Forms****EMAIL USAGE**

- I understand that the use of my school email is for educational purposes only and that the content of my mail may be randomly checked.
- I will not open, forward, or create chain letters, joke of the day, or any other form of non-educational email.
- All third party email accounts (i.e., Hotmail, Yahoo mail, etc.) are expressly prohibited.

**NETWORK USAGE**

- I understand that my user account that gives me access to the Internet, email and my home folder will not be activated until the AUP has been signed and returned to the District Technology Coordinator or local School Technology Coordinator.
- I will not attempt to access the network with other user accounts or give my account information to another user. Doing so will result in the immediate loss of my network privileges.

By signing this form, you hereby accept and agree that your right to use the electronic resources provided by the District and/or the Kentucky Department of Education are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to you can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject either to standard consumer terms of use, or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before you can use online services, you must accept the service agreement and, in certain cases, obtain your consent.

I understand that I have a working knowledge of the Internet and other technology services to a degree that I understand this policy and am capable of supervising students.

I understand that any violation of this policy or the student policy will result in actions by my immediate supervisor and/or the Green County Board of Education. In severe cases, violations may become part of the personnel file and constitute grounds for further actions.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

New Employee  Yes  No