

PersonnelStaff Acceptable Use Agreement for Technology Resources

1. The network is provided for staff and students to conduct research, perform work related tasks and communicate with others. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply.
2. Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure.
3. Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers are private.
4. Prohibited behaviors include, but are not limited to:
 - Sharing confidential information about students or employees
 - Sending or displaying offensive messages or pictures
 - Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
 - Using language that is inconsistent with the standards of this community
 - Harassing, insulting or attacking others
 - Engaging in practices that threaten the network
 - Installing unauthorized or unlicensed software
 - Violating copyright laws
 - Using others' passwords
 - Allowing others to use your passwords
 - Trespassing in others' folders, documents, or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes or for personal gain
 - Sending or forwarding chain letters, solicitations, public service announcements or advertisements not related to the mission of the district.
 - Using district equipment for recreational or personal use during normal working hours
 - Using district equipment for any activity for personal use which incurs a cost to the district
 - Violating regulations prescribed by the network provider
 - Conducting union business other than that which is already approved under the Master Contract
 - Promoting, supporting or celebrating religion or religious institutions

The Network Manager will report inappropriate behaviors to the Assistant Superintendent Curriculum, Instruction and Technology who will then notify the employee's supervisor. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Each employee will sign this acceptable use agreement before establishing an account.

I have read and understand this Acceptable Use Agreement for using D. C. Everest District network and Internet services.

Employee Name _____

Employee Signature _____

Date _____

Building _____ Position _____

Exhibit Approved: 11/24/98
 Exhibit Revised: 11/30/07
 KAG:ems

SCHOOL BOARD
 D.C. Everest Area School District
 6300 Alderson Street
 Weston, Wisconsin 54476