

Employee Use Of Technology

EMPLOYEE ACCEPTABLE USE AGREEMENT

We are pleased to announce that Mt. Diablo Unified School District electronic information services are now available to students and teachers in our district who qualify as a result of participation in an orientation or training course. The Mt. Diablo Unified School District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Mt. Diablo Unified School District will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. Mt. Diablo Unified School District shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual/audio depictions that are obscene or child pornography, and that the operation of such measures is enforced. Mt. Diablo Unified School District may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information services.

Please read this document carefully. We must have your signed acknowledgment of the employee acceptable use policy before we can provide you with access.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and they may be subject to legal and/or disciplinary action.

Terms and Conditions of This Contract

1. **PERSONAL RESPONSIBILITY.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the site administrator. Misuse can come in many forms, but it is commonly viewed/heard as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, offensive language, and other issues described below.
2. **PRIVILEGES.** The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives and/or shares an account will participate in an orientation or training course with a Mt. Diablo Unified School faculty member as to proper behavior and use of the network. The Mt. Diablo Unified School District site administrators (operating under the aegis of the school board and the district office) will decide what is appropriate use and their decision is final. The site administrator(s) may terminate access at any time deemed necessary. The administration, staff, or faculty of Mt. Diablo Unified School District may request that the site administrator deny, revoke, or suspend specific user access.
3. **NETWORK ETIQUETTE AND PRIVACY.** 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.** Never send, or encourage others to send, abusive messages.
 - b. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed/heard globally! Never swear, use vulgarities, or any other inappropriate language.

c. **PRIVACY.** For your own privacy and the privacy of others, do not reveal your home address or personal phone number or the addresses and phone numbers of students, teachers, staff or colleagues.

d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the site administrator. Illegal activities of any kind are strictly forbidden.

e. **DISRUPTIONS.** The network is not to be used in any way that would disrupt use of the network by others.

4. **SERVICES.** The Mt. Diablo Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Mt. Diablo Unified School District will not be responsible for any damages suffered while on this system(s). These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system(s) is at your own risk. Mt. Diablo Unified School District specifically disclaims any responsibility for the accuracy of information obtained through this service.

5. **SECURITY.** Security on any computer system is a high priority because there are so many users. The district has the right to restrict or terminate Network and Internet access at any time for any reason. The district further has the right to monitor Network activity in any form that it sees fit to ensure proper use of the Network. If you identify a security problem notify the site administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. Any user identified as a security risk will be denied access to the information system.

6. **VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy equipment, materials or data of another user or any other agencies or networks that are connected to the district system. This includes, but is not limited to the uploading or creation of computer viruses. Any vandalism will result in the loss of computer privileges, disciplinary action, and/or referral to legal authorities.

STUDENT USE OF TELECOMMUNICATION

NETWORK/INTERNET SAFETY POLICY

STUDENT

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user access, and appropriate legal action. I also agree to report any misuse of the information system to the Mt. Diablo Unified School District site administrator in charge of the site in question. Misuse can come in many forms, but can be viewed/heard as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, gossip, and other issues described under section 4 of the Acceptable Use Agreement above.

Student's Name (Please Print)

Signature Date

PARENT OR GUARDIAN

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for Mt. Diablo Unified School District to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired on the network. I also agree to report any misuse of the information system to a Mt. Diablo Unified School District site administrator. Misuse can come in many forms, but can be viewed/heard as any messages sent or received that indicate or suggestion pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, gossip and other issues described under section 4 of the Acceptable Use Agreement above.*

I accept full responsibility for supervision if and when my child/s use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (Please Print)

Signature Date

I have read the Student Acceptable Use Agreement. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher I do agree to instruct the student on acceptable use of the network and proper network etiquette. I will select what electronic resources will be used for students in grades 5 and below. I also agree to report any known misuse of the information system to the site administrator. Misuse can come in many forms, but can be viewed/heard as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, gossip and other issues described under section 4 of the Acceptable Use Agreement above.

Teacher's Name (Please Print)

Signature Date

Exhibit MT. DIABLO UNIFIED SCHOOL DISTRICT

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