

**Computer Network and Internet Connectivity**  
**ACCEPTABLE USE POLICY AND AGREEMENT**  
**For Riverside Local School District Staff**

Employee Name \_\_\_\_\_ Position \_\_\_\_\_  
Building \_\_\_\_\_

Access to the Internet and to the interconnected computer systems of the district are provided to educators and other district staff for the purpose of 1) aiding education and research through the enhancement of information gathering and sharing tools and 2) promoting enhanced communications within the district using this technology. The use of the district's local area networks and the LGCA Computer Network are a privilege that may be revoked by the LGCA and district network administrators for inappropriate conduct on the network or violation of the conditions of this agreement.

Agreement

**In exchange for the use of the district's local area networks and the LGCA Computer Network, including Internet access and a district-issued e-mail account, I understand and agree to the following:**

1. The district and LGCA will provide network, e-mail and Internet access for current educators and other district staff who meet hardware, software, and network standards and requirements set by the district and LGCA. These standards are available from the district's Technology Coordinator. The district and LGCA retain the right to withhold support and/or services if the user fails to meet the established hardware, software, and network standards and requirements set forth by the consortium.
2. Per Ohio computer security regulations, each person seeking an LGCA computer account must have this account form filled out, signed and on file in the district.
3. Riverside Local Schools and LGCA do not warrant that functions of the system and network will meet any specific requirements you may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system or network. The district and LGCA shall not be liable for any damage incurred due to harmful programs (including computer viruses), which on rare occasions, may propagate through computer networks such as the LGCA Network and Internet. The district and LGCA reserve the right to recover any costs incurred from damages to the district's or LGCA system or network from virus or other Internet related issues created by district users. In this regard, ***users are expected to have a current, working version of antivirus software on any computer they use at home to access the internet through LGCA.***
4. ***Network and Internet electronic mail (E-Mail), and other forms of electronic communication are not guaranteed to be private. Network administrators may access mail and other forms of communication at any time. E-mail software may misdirect messages. These considerations should be kept in mind when corresponding with others.***
5. District accounts and LGCA Internet accounts are for the exclusive use of their owners. *Network users (account owners) are responsible for the use of their passwords and accounts.* Network users may not misrepresent themselves or allow any other persons to misrepresent themselves by using the network under the guise, password, or name of another account owner. ***Teacher/Staff users shall never reveal their passwords or other security passwords to students,*** violate anyone else's right to privacy, or reveal other person's names, personal addresses, phone numbers, or places of business. Any problems that arise from the misuse of an owners account are the responsibility of the account owner. Any misuse may result in the suspension of account privileges. Use of an account by someone other than the registered account holder may result in loss of account privileges.
6. Network users shall not violate any federal, state, or local criminal or civil laws. Network users shall

not load, install, or disseminate copyrighted material or illegal copyrighted software onto or through the network. (*Public domain* and *shareware* software and materials may be uploaded). ***No software may be installed onto any district-owned device without the expressed permission of the district's Director of Technology.***

7. All information services and features contained on the district's and LGCA's systems and/or networks are intended for the private educational use of network account owners. Users shall not engage in any commercial *for profit* activity, advertising, political lobbying, extensive personal business, or other unauthorized use of the network or materials contained therein which are hereby expressly forbidden.
8. Network users shall conduct themselves according to accepted network etiquette, refraining from any discriminatory or antisocial behavior. The use of obscene, vulgar, threatening, abusive, defamatory, or otherwise objectionable language in either public or, upon registration of complaint, private messages is expressly forbidden. Disciplinary actions will be taken for the above-mentioned inappropriate behavior.
9. Network users shall not infiltrate any sub-networks connected to the Internet, violate anyone's right to privacy, disrupt the use of the Internet or any sub-networks, or abuse, modify, or destroy any hardware or software used in accessing the district's network, the Internet or any sub-network. ***It is unlawful to circumvent or attempt to circumvent district Internet filtering services or other network security features.***
10. Network/internet users need to be aware that the Internet, like television, telephone service, and other forms of mass media, provides access to information and people representing many different countries, cultures, political/philosophical/moral/religious views and lifestyles. ***Teachers need to closely and actively supervise students in their charge when using school computers and the Internet in the classroom, library, or other in-school locations.*** The responsibility for the supervision of students using the district's and LGCA's computer networks on campus rests with the educator in charge. ***The responsibility for supervision of anyone using the district's and LGCA's computer networks off campus while using an employee's account rests with the person in whose name the account is established.***
11. Network users shall not access, view, or introduce any textually or visually objectionable, obscene, or pornographic materials on/into the network. Appropriate disciplinary actions will be taken for the above-mentioned inappropriate behavior. Although care has been taken to restrict access to Internet domains that might contain objectionable materials, it is impossible to guarantee that it will never be possible to obtain access to those domains. Therefore, each user is ultimately responsible for the materials received through the use of district's network and the Internet accounts.
12. The district's local area networks and LGCA's systems and network are shared resources with finite capacities. Network users shall be considerate when transferring or storing large files on network resources. Network users shall not engage in any use of the network that disrupts other users or seriously degrades performance of the systems and network. In this regard, ***faculty members need to assure that students in their charge do not play online computer games on district-owned computers because online games significantly degrade the overall performance of district networks.***
13. Riverside Local Schools and the Lake/Geauga Computer Association retain the right to monitor network activity, review any material stored in files which are generally accessible to others, edit or remove any material which the district technology staff believe violates the above standards, and terminate the network accounts of any persons violating the conditions set forth in this agreement.

*By signing below, I agree to and will abide by the terms and conditions stated above.*

Signature \_\_\_\_\_ Date \_\_\_\_\_