



## Little Wound School Staff Email and Internet User Agreement

Little Wound School is pleased to offer employees access to the school computer network for electronic mail and the Internet on a daily basis to use as a primary tool for teaching and communications.

The network is provided for staff to conduct research and communicate with others. Communications over the Internet are often public in nature, therefore, general rules and standards for professional behavior and communications will apply.

Little Wound School reserves the right to publish pictures of staff on the web for educational purposes according to federal copyright standards.

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.

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 school servers would be private.

The following behaviors are not permitted on the school network:

- Sharing confidential information on students or other employees.
- Sending or displaying offensive messages or pictures.
- Accessing email for unacceptable use/accessing chat rooms for personal use.
- Assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition.
- Using obscene language.
- Harassing, insulting or attacking others.
- Engaging in practices that threaten the network (e.g. loading files that may introduce a virus)
- Violating copyright laws.
- Uploading unlicensed software programs.
- Using others' passwords.
- Trespassing in others' folders, documents and files.
- Damaging computers, computer systems or computer networks.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

Individual users of the network are responsible for their behavior and communications over the network. It is presumed that users will comply with school standards and will honor this agreement. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

The use of the Internet and electronic mail is a privilege and not a right and inappropriate use will result in cancellation of these privileges

## Little Wound School User Agreement

As a user of the Little Wound School computer network, I hereby agree to comply with the above stated rules and honor all laws and restrictions.

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Employee

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Date