

<p style="text-align: center;">Morgan County School District Re-3 Computer Network, Internet Access and Telephone Agreement</p>

Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and the Morgan County School District Re-3 is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Morgan County School District Re-3 is governed by the following policy:

Permitted Use of Internet and MCSD's Computer Network

The computer network is the property of Morgan County School District Re-3 (MCSD) and is to be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees ("Users") may also be provided with access to the Internet through the computer network. All Users have a responsibility to use MCSD's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

Computer Network Use Limitations

Prohibited Activities. Without prior written permission from the MCSD, the MCSD's computer network may not be used to disseminate, store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, trojan horse programs, etc.) or any other unauthorized materials. Personal use of the computer is permitted if such use does not: a) interfere with the user's or any other employee's job performance; b) have an undue effect on the computer or MCSD's network's performance; c) or violate any other policies, provisions, guidelines or standards of this agreement or any other of the MCSD. Personal use of the computer is a privilege that may be revoked at any time.

Illegal Copying. Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. Users may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the MCSD.

Duty Not to Waste or Damage Computer Resources

Accessing the Internet. To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to MCSD's network must do so through an approved Internet firewall or other security device. Bypassing MCSD's computer network security by accessing the Internet directly by modem or other means is strictly prohibited.

Frivolous Use. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files (e.g. Internet Radio or TV), or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

Virus detection. Files obtained from sources outside the MCSD, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the MCSD's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-District sources, without first scanning the material with MCSD-approved virus checking software. If you suspect that a virus has been introduced into the MCSD's network, notify the Technology Department immediately.

No Expectation of Privacy

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the MCSD's computer equipment and networks. Although it is not the intent of the District to monitor personal use of District computers and the District network, there may be times when it is necessary to do so. In such situations, this will only be done with permission of the Superintendent and President of Board of Education. The computer network is the property of the MCSD.

Waiver of privacy rights. User expressly waives any right of privacy in anything they create, store, send or receive using the MCSD's computer equipment or Internet access. User consents to allow MCSD personnel access to and review of all materials created, stored, sent or received by User through any MCSD network or Internet connection.

Monitoring of computer and Internet usage. The MCSD has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking sites with inappropriate content. The MCSD has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Email

Email service through the district network or Internet is provided to assist staff in the performance of their jobs. Users may not use district email to transmit materials deemed offensive or inappropriate in the workplace. District employees are responsible for email they originate or forward to other users. District employees are not responsible for unsolicited email but should take appropriate steps to discourage and eliminate unwanted and/or inappropriate email.

Telephones

MCSD telephones need to be available during working hours for effective communications with the community at large. All personal calls including those made with district cell phones should be infrequent and as brief as possible.

When necessity requires that an employee make personal long distance calls via phone system or district cell phone, it should be made on personal calling card or transfer the billing to a home phone number. Personal long distance calls should not be charged on district phone bills.

Acknowledgement of Understanding

I have read and agree to comply with the terms of this Computer Network, Internet Access and Telephone Agreement and policy EGAEA Electronic Mail. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.

Signature

Date

Printed name

School or Building

CROSS REFS.:

EGAEA, Electronic Mail

EGAW-E-R Monitoring Public Electronic Mail Records EGAD Copyright Compliance

EGAD-R-1 Copyright Compliance (Computer Software) C.R.S. 24-72-203 Public records open to inspection