



STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, or to be issued a Corporation (School City of Mishawaka) owned technology device, staff members must sign and return this form.

Technology devices will be defined as desktop computers, laptop computers, tablets, mp3 players, cameras, cell phones, or any other piece of hardware, which provides a service via electronics.

Use of the Internet, the Corporation network, and/or a Corporation owned technology device is a privilege, not a right. The Corporation's Internet connection, network, and equipment are provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege.

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or the Technology Coordinator may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Staff members accessing the Internet through the Corporation's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Corporation reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in a staff member upon creation, the staff member agrees to license the use of the web site by the Corporation without further compensation.

Staff members hereby acknowledge that a Corporation owned technology device may be used for business and education-related purposes only. The technology device is not to be used by non-staff members (such as other family members) and should not be used for personal reasons such as tax preparation, paying bills, shopping online, storing personal pictures, and/or accessing personally-owned music. The technology device will need to remain connected at the school when requested by Technology Department staff. The Technology Department will not help setup or support a staff member's Internet connection at home and will not support problems specific to one's home environment. If the technology device connects to the Internet at school and connects to the Internet at other "hot spots" (like a coffee shop), but does not connect at a staff member's home, the problem will not be addressed by the Technology Department. In addition, the Technology Department will not support problems that arise when attempting to connect personal devices such as MP3 players, cell phones, or digital cameras.

Staff members are responsible for the replacement cost of a technology device if lost or damaged while in use outside of a Corporation owned facility. If a technology device is believed to have been lost or stolen, staff members are required to notify the Technology Department immediately. The Corporation and its employees are not responsible for any harm resulting from the use of the technology device outside of a Corporation owned facility. This includes, but is not limited to, service interruption, spread of viruses to other computers, and loss of data.

*Please return signed Staff Network and Internet Acceptable Use and Safety Agreement
to the Technology Department*

School year employees are required to return Corporation owned technology devices to the Technology Department prior to the completion of their last contract day at the end of the school year. School year employees may not continue to use a Corporation owned technology device during Summer Break unless the Superintendent or the Technology Coordinator approves the use in advance.

Access to corporation email is permitted on personally owned technology devices with the understanding that the corporation has the explicit right to terminate the connection to the corporation email servers at any time. Access to the corporation email servers will be terminated upon such time employment with the corporation is ended. Employees remain subject to student privacy laws, including FERPA, when accessing corporation email on personally owned or public technology devices.

Please complete the following information:

Staff Member's Full Name *(please print)*

School/Building

I have been provided an opportunity to review the terms of SCM Policy 7540.04 (Staff Network and Internet Acceptable Use Policy), Administrative Guideline 7540.01A (Personal Use of Corporation Technology), Administrative Guideline 7540.01B (At Home Access to Corporation Technology), and Administrative Guideline 7540.04 (Network and Internet Acceptable Use and Safety). I understand that any violation of the terms and conditions set forth in the Policy or the Administrative Guidelines, as from time to time amended, is inappropriate and may constitute a criminal offense and/or subject me to an employment related disciplinary action. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Staff Member's Signature

Date

The Superintendent is responsible for determining what is unauthorized or inappropriate use of the Internet, the Corporation network, and/or a Corporation owned technology device. The Superintendent may deny, revoke or suspend access to the Network/Internet or technology device with respect to individuals who violate the Staff Network and Internet Acceptable Use and Safety Policy and related Guidelines, as well as the terms of this Agreement, and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement and/or Board Policy.

RELEASE

I hereby acknowledge that the Corporation may wish to include my photograph in various promotional materials and/or post my image on the Corporation or school website for purposes of highlighting educational related activities and accomplishments. I grant permission for the Corporation to use and reproduce any film, video, photos, prints, tapes, or sound recording of me as described above.

Staff Member's Signature

Date

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