

NEVADA JOINT UNION HIGH SCHOOL DISTRICT
11645 Ridge Road, Grass Valley, California 95945

STAFF ACCEPTABLE USE AGREEMENT
(Terms and Conditions)

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before access is granted.

The Nevada Joint Union High School District's technology services provide access to the Internet for students and staff. The Internet is an electronic information and communications "highway" connecting millions of computers all over the world and millions of individual people. Students and staff will have access to e-mail, information and news from a wide variety of sources and research institutions, public domain and shareware software, discussion groups and access to many university libraries. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. The Nevada Jt. Union High School District strongly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational goals within each school.

Attached are guidelines provided to establish your responsibilities in the use of technology services within the NJUHSD, including the use of Internet. All use of district technology will follow the NJUHSD Administrative Regulation #4040. If a user violates any of these provisions, his/her account or access privileges may be terminated, appropriate disciplinary action taken, and all future access could be denied. **The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.**

- I. **ACCEPTABLE USE** - The purpose of NJUHSD's provision of access to the Internet is to support research and education consistent with the educational objectives of the NJUHSD. Users are personally responsible for following this provision at all times when using the electronic information service. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, threatening or obscene material, copyrighted material, materials protected by trade secret, or advertisement of products or services. Use for product advertisement or political lobbying is also prohibited.

- II. **PRIVILEGES** - The use of the computer system is a privilege, not a right, and inappropriate use may result in a cancellation of that privilege. The district and system administrator will deem what is inappropriate use, take appropriate action and determine consequences. Also, the district and system administrator may close an account or deny, revoke, or suspend specific user accounts.

- III. **NETWORK ETIQUETTE AND PRIVACY** - The use of an account requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:
BE POLITE. Do not send abusive messages to ANYONE.
USE APPROPRIATE LANGUAGE. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note that e-mail or other communication, transfer or transmission is not guaranteed to be private. People who operate the system do have access to all mail and network activities.) Communications or activities relating to or in support of illegal activities must be reported to appropriate authorities.
PRIVACY. Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private property. Do not forward/distribute an e-mail message without permission from the author.
CONNECTIVITY. Do not use the network in such a way that would disrupt the use of the network by others.

- IV. **PERSONAL USE** - The use of the district network is a privilege, not a right. Users must strive for the most responsible use of the district's resources for purposes related to accessing, sharing, and creating information as well as working with others for scholarly and work-related communications. Employees shall not engage in personal use or communication during instructional time. The district network shall NOT be used for private business activities.
- V. **ILLEGAL USE** - The district network and computer equipment shall not be used for illegal purposes. For example, among other crimes, it is a felony to intentionally access any computer system or network for the purpose of devising or executing any scheme or artifice to defraud or extort; or obtain money property, or services with false or fraudulent intent, representation or promises. (California Computer Crime Bill, 1979, Section 502 of the Penal Code)
- VI. **SERVICES** - The NJUHSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. The NJUHSD will not be responsible for any damages you may suffer while on the system. These damages include, but are not limited to, loss of data as a result of delays, non-deliveries or mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of information obtained via the system is at your own risk. The NJUHSD specifically disclaims any responsibility for the accuracy of information obtained through its services.
- VII. **SECURITY** - Security on any computer system is a high priority, especially when the system involves many users. Users must notify the system administrator at once if they identify a security problem. Do not demonstrate the problem to others. Do not use another individual's account or allow another individual to use your account, forge messages, or post anonymous messages. Attempts to log-in to the system under another user's name may result in the cancellation of user privileges. Any user identified as a security risk will be denied access to the system.
- VIII. **VANDALISM** - Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in disciplinary action, and/or legal referral. In addition, you will be held liable for damages incurred as a result of vandalism and charged for repairs at the rate of \$100.00/hour.
- IX. **UPDATES** - The NJUHSD technology service may occasionally require new registration and account information from you to continue providing services. You must notify the system administrator of any changes in your account information.

I understand and will abide by the above Terms and Conditions for the use of the Nevada Joint Union High School District technology services, including Internet access. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action in accordance with Education Code 44932 et seq. may be taken and/or appropriate legal action pursued.

Staff Member Name: _____ Date: _____

Staff Member Signature: _____