

**Internet and Electronic Mail User Agreement Form for Faculty and Staff****Faculty and Staff**

\_\_\_\_\_ School Year

**Morgan County Schools Network (MCSNET)**

We are pleased to offer the students and staff of the Morgan County School District access to the District computer network for electronic mail and the Internet. To gain access to e-mail, and Internet, all students and staff must sign and return a user agreement. Students must have a parental/guardian permission form signed and returned to the school Principal and/or school technology coordinator.

Access to e-mail and the Internet will enable students/staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Morgan County Schools support and respect each family's right to decide whether or not to apply for access.

**DISTRICT INTERNET AND E-MAIL RULES AND REGULATIONS**

Students and staff are responsible for good behavior on school computers and networks just as they are in the classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students and staff to conduct research and communicate with others. Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege-not a right. Access entails responsibility.

Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District rules and regulations and will honor the agreements they have signed. Beyond the clarification of such rules and regulations, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure the users are using the system responsibly. Users should not expect that files stored on District servers will always be private. Within reason, freedom of speech and access to information will be honored.

In compliance with state and federal regulations, a District proxy server has been installed. An effort has been made to block obscene and objectionable sites; however, due to the scope of the Internet, it is impossible to block all objectionable sites. Log files that show all Internet activity will be stored and will be reviewed periodically by school and central office staff.

**Internet and Electronic Mail User Agreement Form for Faculty and Staff****DISTRICT INTERNET AND E-MAIL RULES AND REGULATIONS (CONTINUED)**

As outlined in Board policy and procedures and in the Student Handbook and Code of Conduct, Students/Staff do have rights and responsibilities, copies of which are available in school offices and these rights and responsibilities will be adhered to. However, the following will not be permitted on the MCSNET, Internet or when using e-mail:

- Sending or displaying offensive messages or pictures;
- Swearing, vulgarities, or other inappropriate languages;
- Using another person's login ID/password;
- Messages relating to or in support of illegal activities;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the network or e-mail for commercial purposes;
- Violating copyright laws;
- Any form of bullying is strictly prohibited including: harassing, insulting or attacking others;
- Damaging computers, computer systems or computer networks;
- Attempting to log in as a system administrator, change/view equipment settings, or scan network;
- Intentionally infecting a computer or network with a virus program;
- Giving another user your password;
- Using multi-user games on the network;
- Monopolizing the networks by such things as running large programs and applications or sending massive amounts of mail to others;
- Allowing a non-authorized user to use your account; and
- Attempting to bypass proxy or other security.

Anyone violating these rules and regulations of the Morgan County Board of Education may have their account suspended or revoked by the school administration and the school technology coordinator (system administrator) as well as other disciplinary or legal action.

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Morgan County Schools Network (MCSNET)

\_\_\_\_\_ School Year

**STAFF USER CONTRACT**

Directions:

After reading the Terms and Conditions for Use of MCSNET Contract, please read and fill out the appropriate portion of the following contract completely and legibly. Your signature is required to open an Internet or an e-mail account.

First Name \_\_\_\_\_ Middle Initial \_\_\_\_ Last Name \_\_\_\_\_

School \_\_\_\_\_

Position \_\_\_\_\_

**ACCESS REQUESTED**

\_\_\_\_\_ Internet account through MSCNET

\_\_\_\_\_ E-mail

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature (Required)

**MORGAN COUNTY SCHOOL DISTRICT**

**Faculty-Staff**

\_\_\_\_\_ School Year

**AUDIO/VIDEO RELEASE FORM**

We are required to inform you that photos/videos may be taken throughout the year. These are for documentation and publicity purposes and may appear in the newspaper or on our website.

We ask your permission to use them for the above-mentioned purposes. No last names will be used on the Internet.

I hereby give my consent to have any pictures/videos in which I appear, to be used for publicity and other purposes related to the Morgan County School District. I release the District from any obligations or liability arising from the use of such.

Name: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_ I do give permission

\_\_\_\_\_ I do not give permission

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

**Return to: District Technology Department**

Review/Revised:9/14/09