

Internet Safety Policy Employee Agreement

NAME _____ **SCHOOL YEAR** _____

You are being given access to the School's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information system/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. With this opportunity comes responsibility. It is important that you read the School policy, administrative regulations and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the School will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. All BSIC staff members shall report to the administration any unauthorized or unethical use of school technology equipment.

It is the staff's responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

Rules for Appropriate Use - The account is to be used mainly for educational purposes, but some limited personal use is permitted.

Inappropriate Use:

- Using the system for any illegal purpose.
- Encrypting communications to avoid security review.
- Users shall not erase, copy, rename, or otherwise make unusable any files or programs that do not belong to them.
- Users shall not introduce any software, hardware, or make changes to the configuration of computers without the consent of the administration.
- Users shall not attempt to use any other person's network user account to gain access to the network.
- Users shall not share their network account information with others.
- BSIC equipment shall only be used for legitimate educational purposes, and authorized school business.
- Users shall not use BSIC equipment for illegal reproduction of copyrighted material or downloading or using copyrighted information without the permission from the copyright holder.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or hinder the performance of any computers memory, file system, or software.
- Intentionally introducing a virus to the computer system.
- User shall not tamper with the computers, networks, printers, or other associated technology equipment except as directed by the administration.
- Users shall not use computers to annoy, harass, or threaten others.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Users shall not attempt to access or distribute any unacceptable, obscene, or objectionable information, language, or image from the Internet or any other source.
- Wasting school resources through the improper use of the computer system.
- Users shall not make any unauthorized attempt to bypass, disable, or circumvent any system designed to filter or block the content of any Internet resource.

Consequences for Inappropriate Use:

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

SIGNED _____ DATE _____