

INTERNET ACCESS PERMISSION LETTER TO EMPLOYEES

Employees will be expected to abide by the following technology, Internet, e-mail and network etiquette:

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, employees may be allowed access to other networks. Each network may have its own set of policies and procedures. Employees will abide by the policies and procedures of these other networks.
2. Employees will respect all copyright and license agreements.
3. Employees will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
4. Employees should adhere to the following guidelines for using e-mail:
 - a. Others may be able to read or access the mail, so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.
5. Employees accessing Internet services that have a cost involved will be responsible for payment of those costs.
6. Any use of the network for commercial, private business, for-profit, or political purposes is prohibited.
7. Users shall not intentionally misrepresent other users on the network, seek information on, obtain copies of or modify files, other data or passwords belonging to other users.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
10. The illegal installation of copyrighted software for use on district computers is prohibited.
11. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.

The Montezuma Community School District reserves the right to log Internet use and to monitor file server space utilization by users while respecting, to the extent possible, the privacy of user accounts.

The Montezuma Community School District reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.

I the undersigned, have read, understand, and agree to abide by the Acceptable Use Practices for the Montezuma Community School District Network and the Internet.

Print Name: _____

Signature: _____ Date: _____