



MADISON COUNTY SCHOOL DISTRICT ETC: E-mail Terms and Conditions July 2015

- The account holder acknowledges there is no expectation of privacy when using a Madison County School District e-mail account or accounts accessed through District networks. The account holder will comply with Madison County School District policies including what is considered acceptable and responsible use. The District reserves the right to monitor, access, and disclose account activity to determine if inappropriate use has occurred.
- The account holder will never impersonate another person or entity including the use of a false name.
- The account holder is responsible and liable for all account activity including activity by another person authorized by the account holder to use the account. Authorized users of the account are bound by the same terms and conditions as the account holder. The account holder is responsible for confidentiality of the account password and for any liability resulting from disclosure of the account password. If the account password is compromised or unauthorized use of the account occurs, the account holder will immediately notify the technology department.
- The account holder is responsible for obtaining and maintaining equipment including the service necessary to access and use the account outside of Madison County School District network, and will assume all costs associated with connecting to the service.
- The account holder agrees to (1) not use the account for transmission of (or receipt of responses to) chain letters or pyramid schemes of any kind; (2) not use the account to send e-mail messages in a broad-based mailing (that is, a single message sent through the service directly to more than 50 e-mail addresses simultaneously; (3) not forge e-mail headers or take other action(s) that attempt to disguise the origin of a transmitted e-mail; and, (4) not knowingly permit another person to transmit e-mail (on any service or through any e-mail provider) that falsely identifies the account as the origin of an e-mail message.
- The account holder agrees to (1) comply with all policies of Madison County School District including copyright policy, and all applicable laws; (2) not transmit or post through the account any harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful or other offensive material of any kind; (3) not transmit or post material which contains software viruses or other computer code designed to interrupt, destroy or limit performance of any network, software, hardware or telecommunications equipment; and, (4) comply with all operating rules provided or made available by Madison County School District. The District reserves the right at any time to refuse or discontinue the use of any user name selected by you.
- The account holder will comply with the Madison County School District open records and record retention policy.

- The account holder acknowledges established general practices and limits concerning use of e-mail accounts, including without limitation the maximum number of days unread e-mail messages will be retained, the maximum number of e-mail messages that may be sent from or received by an account, the maximum size of any e-mail message that may be sent from or received by an account, the maximum disk space allotted account holders, and the maximum number of times (and the maximum duration for which) a member may access the account in a given period of time. Madison County School District accounts including all associated data end effective with termination date.
- Madison County School District, in its sole discretion, may (1) monitor e-mails whether currently existing or created in the future; (2) use or disclose information or related records consistent with any law, regulation or governmental request; (3) operate the e-mail service; (4) protect members or other users; or, (5) ensure compliance of account holders with Madison County School District policies. The District shall not intentionally monitor or disclose private e-mail messages, but reserves the right to do so to the extent permitted or required by law. It is understood Madison County School District archives messages and may make use of information relating to account use.
- The account holder assumes sole risk of the Madison County School District e-mail account, and acknowledges and agrees the District is not liable for exposure to objectionable materials.
- The account holder acknowledges under no circumstances, including negligence, is Madison County School District or anyone else involved in creating and/or managing e-mail accounts liable for any direct, indirect, incidental, special or consequential damages or losses that result from or through the use of or inability to use these e-mail accounts; or that result from mistakes, omissions, interruptions, deletion of files or e-mail, defects, viruses, delays in operation or transmission or any failure of performance.

Madison County School District policies are posted online at

<https://www.madison.k12.ga.us/curriculum-instruction/information-technology/>