

AUTHORIZED USER POLICY (A.U.P)
FOR
INTERNET ACCESS FOR STAFF MEMBERS

This agreement is entered into this _____ day of _____, 20____
between _____, hereinafter referred to as Staff Member, and the Centerville-
Abington Community Schools, hereinafter referred to as Corporation. The purpose of this agreement is to provide
Internet access for educational purposes to the Staff Member. As such, this access will (1) assist in the collaboration
and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information
gathering and communication skills.

The intent of this contract is to ensure that Staff Members will comply with all Internet acceptable use policies approved
by the Corporation.

In exchange for the use of the Internet resources either at school or away from school, I understand and agree to the
following:

- A. The use of the Internet is a privilege which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system either public or private files or messages. The Corporation reserves the right to remove files, limit or deny access; and refer the Staff Member for other disciplinary actions.
- B. The Corporation reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the Corporation, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Staff members will not use their Corporation-approved computer account/access to obtain, view, download or otherwise gain access to, distribute, or transmit such materials.
- C. All information services and features contained on Internet resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The Internet resources are intended for the exclusive use by registered users. The Staff member is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a Staff member's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder or accessing another person's account without permission is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the Corporation. Misuse shall include, but not be limited to:
 - (1) intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
 - (2) misrepresenting other users on the Internet.
 - (3) disrupting Internet Access through abuse of or vandalizing, damaging, or disabling the hardware or software.
 - (4) malicious use of the Internet through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
 - (5) interfering with others use of the Internet.
 - (6) extensive use for noncurriculum-related communication.
 - (7) illegal installation of copyrighted software.
 - (8) unauthorized down-sizing, copying, or use of licensed or copyrighted software or plagiarizing materials.
 - (9) allowing anyone to use an account other than the account holder.
 - (10) conducting personal business (i.e. shopping on line)

- F. The use of Internet resources are for the purpose of (in order of priority):
- (1) Support of the academic program.
 - (2) Telecommunications.
 - (3) General Information.
 - (4) Recreational.
- G. The Corporation does not warrant that the functions of the network will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the network.
- H. The Staff Member will diligently delete old mail messages on a weekly basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. The Corporation will periodically make determinations on whether specific uses of the Internet are consistent with the acceptable-use practices. The Corporation and/or Network reserves the right to log Internet use and to monitor electronic mail space utilization by users.
- J. The Staff Member may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the Staff Member agrees to check the file with a virus-detection program before opening the file for use. Should the Staff Member transfer a file, shareware, or software which infects the network with a virus and causes damage, the Staff Member will be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the Corporation.
- K. The Staff Member may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of school administrator. The Staff Member will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- L. The Staff Member may only log on and use the Internet with his/her authorized account number.
- M. The Corporation reserves the right to log computer use and to monitor fileserver space utilization by users. The Corporation reserves the right to remove a user account on the network to prevent further unauthorized activity.

In consideration for the privileges of using the Corporation network, and in consideration for having access to the information contained on the Internet, I hereby release the Corporation, network operators and administration from any and all claims of any nature arising from my use, or inability to use the Corporation network and Internet resources.

I agree to abide by such rules and regulations of network usage as may be further added from time-to-time by the Corporation. These rules will be available in hardcopy form in the Principal's office.

Sign and return to your Corporation Building Administrator.

Signature of Staff Member

Date