

**CERES UNIFIED SCHOOL DISTRICT
AGREEMENT
USE OF ELECTRONIC INFORMATION RESOURCES
District Staff**

Please read this Agreement carefully. When signed by you and your administrator, **it becomes a legally binding contract**. Before you can be provided with an access account, you must do the following:

initial where indicated
sign agreement form
return to your administrator or Supervisor of Technology

TERMS AND CONDITIONS

1. **Personal Responsibility.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism and inappropriate language other issues described below.

I have read and understand this provision. Initial _____

2. **Acceptable Use.** The use of my assigned account must be in support of education and research and must be consistent with the educational goals and objectives of the Ceres Unified School District. I am personally responsible for the use of my account at all times.
 - a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
 - b. Transmission of any material in violation of United States or other state regulations is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
 - c. Engaging in commercial activities by for-profit institutions is not acceptable.
 - d. Use of the network for product advertisement or political lobbying is prohibited.

I have read and understand this provision. Initial __

3. **Privileges.** The use of the electronic information system is a privilege for staff in the Ceres Unified School District, not a right. Inappropriate use may result in cancellation of my account. Each person who receives an account will receive instruction as to proper behavior and use of the network. The administration or staff of Ceres Unified School District may request that the system administrator deny, revoke or suspend specific user accounts.

I have read and understand this provision. Initial __

4. **Guidelines.** I will abide by guidelines which include but are not limited to the following:

BE POLITE. Never send, or encourage others to send, abusive messages.

USE APPROPRIATE LANGUAGE. Remember that you are a representative of your school and District on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

PRIVACY. Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues. Report to your supervisor any person who asks for personal information or violates your privacy.

ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported.

DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others. Do not download huge files from places half a globe away. Only take the information you want and need.

GAMES. Do not play games with others on the Network or on the Internet.

MISUSE. Report any misuse of the Network.

PASSWORDS AND ACCOUNT: Keep your password secure. Do not share your password with others. Do not allow others to use your account. Do not use other people's password or account.

OTHER CONSIDERATIONS:

- Keep messages brief.
- Minimize spelling errors and make sure your message is easy to understand and read.
- Use accurate and descriptive titles for your articles.
- Get the most appropriate audience for your message, not the widest.
- Remember that humor and satire is very often misinterpreted.
- Remember that if you post to multiple groups, specify all groups in a single message.
- Cite references for any facts you present or material you use.
- Forgive spelling and grammar errors of others.
- Keep signatures brief.
- Remember that all network users are people who deserve consideration. Don't "attack" correspondents; persuade them with facts.
- Post only to groups you know.

I have read and understand this provision. Initial __

5. **Services.** Ceres Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered

while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by your errors or omissions. Use of any information obtained via the information system is at your own risk. Ceres Unified School District specifically denies any responsibility for the accuracy of information obtained through its services.

I have read and understand this provision. Initial __

6. **Security.** Security on any computer system is a high priority. If you identify a security problem, notify the Supervisor of Educational Technology & Media Services at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any misuse of your account is your responsibility.

I have read and understand this provision. Initial __

7. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of your network privileges, disciplinary action, and/or legal referral.

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8. **Updating Your Account.** Notify the Supervisor of Technology & Media Services of any changes in your account information or enrollment status (such as transfer, drop, etc.).

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9. **Loading Software On Your Workstation.** The school district can be audited at any time for software licenses. You are responsible for the software on your local workstation and the student workstations in your classroom. If you install software you must provide the original licenses to the Supervisor of Educational Technology and Media Services. The license will be kept on file as long as the software remains on your school district workstation. Any misuse of software licenses is your responsibility.

I have read and understand this provision. Initial _____

Required Signatures

STAFF

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Supervisor of Educational Technology & Media Services. I understand that misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Staff Name (please print): _____

Request for Network Services

Name:

Date:

Title

Site:

Internet

Email

Email Groups:

SASI xp

List SASI xp Schools:

Management Shared Folder

Set up same as:

Other: