# Draft 6/9/2021

# CURRICULUM AND INSTRUCTION R08.2323 AP.21

Electronic Access/User Agreement Form

I understand and agree as follows:

1. I have read the Gallatin County School District Acceptable Use Policy 08.2323. As a user of the Gallatin County School District’s network, I hereby agree to comply with the District’s internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

To prevent against unacceptable use of the system, I understand and agree as follows:

**a) Illegal Activities:**

1. I will not attempt to gain unauthorized access to the system or any other computer system through the system or go beyond my authorized access. I will not attempt to log in through another person’s account or access another person’s files without their express permission.

2. I will not attempt to disrupt the system or destroy data by spreading viruses or by any other means.

3. I will not use the system to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).

**b) Plagiarism and Copyright Infringement:**

1. I will not plagiarize works I find on the internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.

2. I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work or software program that is protected by a copyright. If a work or software program contains language that specifies appropriate uses of that work or program, I will follow those requirements. If I am unsure of whether I may use a work or program, I will request permission from the copyright owner. I will ask the system administrator if I have questions.

**c) System Security:**

1. I am responsible for my individual account. I will not provide my password to another person or use another person’s password unless I have obtained prior written permission to do so from a system administrator

2. I will not permit another person to use my account or use another person’s account unless I have obtained prior written permission to do so from a system administrator

3. I will immediately notify the system administrator if I have identified a possible security problem, including, but not limited to, the unauthorized use or alteration of a password, file or tapes, or attempts to access information, files or system areas beyond those for which a user has been granted access.

4. I will not download any software unless I have obtained prior, written permission to do so from the system administrator

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5. I will not act to or attempt to harm, destroy data or otherwise deny or interfere with service to other users of the system. This includes, but is not limited to, uploading or creating computer viruses.

6. I will not act to or attempt to repair, modify or destroy District-owned computer or communications equipment without prior approval. All requests for repair or service will be channeled through the District technology department.

7. I will not move or remove any District-owned or administered computer equipment from the District’s premises without prior approval.

8. I will not physically or electronically attach any other device (i.e., external disk, printer, or video system) to the District’s equipment without prior approval. I understand I will be responsible for reimbursing the District for any expense incurred by the District for remedying problems I create by violating this provision.

9. I understand that the District may remove any unauthorized or unlicensed software from any District computer upon detection of the same.

10. I recognize that the District cannot guarantee the privacy of electronic information relative to other users or third parties and that the level of privacy and integrity of the system depends largely on the security measures each user takes.

**d) Language:**

1. I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.

2. I will not post information that could cause damage or danger of disruption to the educational environment or operations of the District.

3. I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by someone to stop sending them messages, I will immediately stop. In regard to social media, I will speak respectfully about coworkers and the workplace. Beware of comments that reflect poorly on you, your coworkers and your workplace. Social media sites are not the forum for venting personal complaints about supervisors, co-workers or the workplace. Doing so could result in disciplinary action.

4. I will not knowingly or recklessly post false or defamatory information about a person or organization.

5. I will not post chain letters or engage in “spamming” (sending unnecessary messages to a large number of people).

**e) Inappropriate Transmission Of And Access To Material.**

1. I will not transmit or access material that is profane or obscene (i.e., pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (i.e., hate literature). A special exception may be made for teachers or high school students who wish to access hate literature if the purpose of the access is to conduct research. In this situation a student must obtain both teacher and parental consent.

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2. If I mistakenly access inappropriate information, I will immediately tell my supervisor so they know I did not intentionally access the information.

3. I will transmit communications using only District approved and District managed communication systems. I will not use free, web-based mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District’s authorized supervisory personnel.

4. The development and posting of all web pages must be pre-approved in a manner specified by the school. Material placed on web pages must relate to school and career preparation activities.

**f) General Network Etiquette:**

1. I will be brief. Few people will bother to read a long message.

2. I will minimize spelling errors and make sure my message is easy to understand and read.

3. I will use accurate and descriptive titles in my communications, so people will know what it is about before they read it.

4. I will get the most appropriate audience for my message, not the widest.

5. I will remember that humor and satire is very often misinterpreted.

6. I will remember that if I post to multiple groups, I will specify all groups in a single message.

7. I will site references for any facts I present.

8. I will not attack correspondents; I will persuade them with facts.

9. I will exercise good judgment and care to ensure that I do not report messages or otherwise use the system in a manner that will embarrass, hurt or harm others.

**My Rights:**

I understand that the District may restrict my speech for valid educational or business reasons. The District will not restrict speech on the basis of a disagreement with my opinions. I understand and agree that:

1. I have no right of privacy with respect to the system, including software, email or Internet access.

2. Routine maintenance and monitoring of the system may lead to discovery that I have violated District policies, Administrative Regulations, this Agreement or the law.

3. An individual search will be conducted if there is a reasonable suspicion that I have violated this Agreement, District policy, Administrative Regulation, or the law. The investigation will be reasonable and related to the suspected violation.

4. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted the system.

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5. If I am alleged to have violated this Agreement, District policy or Administrative Regulation, or the law in my use of the system, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred.

6. The District reserves the right to restrict or revoke my use of the system at any time, if deemed within the District’s best interest.

**Specific Use Guidelines:**

1. Uses of the system need not always be formal, but they must be professional. Your email signature will include your name and position with the District.

2. The District reserves the sole discretion to decide what information is a public record. The District may disclose any public record without permission or knowledge of a system user.

3. Sending an email from a school or other District facility is analogous to using school letterhead. Employees must be careful not to have their own statements mistakenly attributed to the District.

4. District employees must take special care to protect against inappropriate or negligent disclosure of confidential information concerning students.

5. All communications (including email message) are property of the District and may be viewed by the Superintendent and/or the system administrator when it is in the District’s best interest to do so.

6. Personal use of the system is restricted. The following rules apply to personal use of the system:

7. The use must be at virtually no cost to the District.

8. The degree or extent of personal use must always be petty or insignificant compared to use for assigned work.

9. No publishing is allowed if the content or purpose is personal. No personal web pages, postings to Internet groups, chat rooms, web pages or list services are permitted.

10. No privately owned device may be connected to District systems without the prior, written permission of the system administrator.

11. Teachers, and all District Employees who interact with students, may be held responsible for what their students do when using the computer system. Teachers, and District Employees, should log out when leaving the computer unattended.

12. Do not use the system in any way for the purpose of practical jokes.

13. Do not subscribe to mailing lists/list services that do not relate directly to your job.

14. The CIO system may not be used to lobby, solicit, recruit, sell or persuade for or against religious or political causes, outside organizations, etc.

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