

Carthage R-9 School District

2021-2022 Network Usage Agreement - Staff

District provided network resources enable staff to conduct research, communicate and collaborate with peers, conduct school business, etc. Communications may be public in nature, and therefore, general rules and standards for professional behavior and communications apply.

Staff will use district-assigned email as a primary tool for communication. The district will rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

E-mail and telecommunications devices are not for the sharing of confidential employee or student information, as these methods do not qualify as secure or private.

Members of administration may review files and communications to maintain system integrity and ensure responsible system usage. Users have no expectation of privacy for data either stored on, or transmitted by district-owned equipment and/or resources.

The following behaviors are not permitted/tolerated on district equipment/resources:

- Transmitting confidential staff/student information
- Sending/displaying offensive messages, images, etc.
- Using obscene, harassing, threatening, or insulting language or behaviors
- Engaging in practices intended to threaten network resources
- Violating copyright laws
- Using any account/password other than your own
- Trespassing in files or resources belonging to others
- Wasting resources intentionally or maliciously
- Employing network resources for commercial purposes
- Violating regulations set forth by network resource providers
- Making efforts to circumvent security and filtering procedures

Information Technology employees report any behaviors that violate this agreement to the appropriate administrators, who will then proceed with any disciplinary action, if deemed necessary.

As the Carthage R-9 School District receives internet services through MOREnet, all users are required to comply with the conditions and requirements set forth in MOREnet's Service Policies (available upon request).

By signing this document, you hereby agree to abide by the above stated terms and agreements. Please take time to read this document carefully.

Signature _____

Date _____

Printed Name _____

Building _____