

Acceptable Use Policy (AUP) for West Carroll Schools Employee Access to the Internet:

Introduction

As part of West Carroll Parish Schools Instructional Technology Program, we offer our students and staff access to the Internet. The Internet provides the opportunities to reach out to experts, share information, explore concepts, and research topics. Various projects have proven the educational benefits of Internet access.

Access to the Internet:

Purpose

Access to the Internet will allow staff to explore thousands of libraries, databases, and other informational sites. While our intent is to make Internet access available to further educational goals and objectives, staff may find ways to access other materials as well. Although Internet use is available in our schools and there is a content checking/ blocking filtering system in place, staff should be aware that some sites may contain material that is potentially offensive. Because we do not control all of the material available on the Internet, it is extremely important that employees understand and follow all West Carroll Parish School's policies and guidelines. Any user violating policies and guidelines may relinquish rights to the resources or result in disciplinary actions.

Acceptable Use Policy (AUP)

1. Users must have a completed AUP
2. Internet access through West Carroll Parish Schools is not for private or commercial use, political or religious purposes; it is to be used for educational purposes only.
3. Use of the Internet for illegal activities is prohibited.
4. Use of the Internet to access vulgar, abusive, obscene or pornographic material is prohibited.
5. Programs or actions that harass Internet users or infiltrate a computing system and/or damage the software components are prohibited.
6. Users must adhere to copyright laws and license agreements.
7. Users will respect the rights and property of others and will not improperly access, print, misappropriate, or misuse the files, data, or information of others.
8. Users accessing Internet services that have a cost involved will be responsible for payment of all incurred costs.
9. Materials placed on the Internet and the content of email messages may be accessed by others inside and outside the school system.

Written permission is required for employees to access the Internet. It is extremely important that you read the information. Complete and sign the **Employee Internet Acceptable Use Permission Form** and return to your supervisor.

Employee Web Page Permission Form: Purpose While employee's work has been traditionally displayed within the school building, anything published locally on the school's website can be viewed on the Internet. This document is a release form for employee's name, photo, and intellectual property such as artwork, poetry, essays, and performances to appear on the West Carroll Parish School's web site.

Please Print:

Employee's Last Name

First Name

Middle Initial

Position School/Location

Employee Internet Acceptable Use Agreement

The Internet is a privilege to be used for educational purposes only, and I agree to the following statements as indicated by my signature.

1. I will abide by such rules as adopted by West Carroll Parish School District as specified on the Acceptable Use Policy (AUP)
2. I hereby waive any right that I may otherwise have in and to such material stored on any computer component provided by West Carroll Parish School District. West Carroll Parish School District has the right to edit, review and remove any materials placed on any computer component.
3. I hereby relieve West Carroll Parish School District and its officers, employees, and agents from any claims and damages arising from the use or inability to use the Internet and having access to public networks.
4. I have read and agree to comply with the West Carroll Parish School District's AUP. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my privileges may be revoked and disciplinary action taken.

I have read the Acceptable Use Policy on the back of this form* and the Employee Internet Acceptable Use Agreement. I understand that Internet access is intended for educational purposes. West Carroll Parish School District has taken precautions to eliminate controversial materials. I recognize that it is impossible for West Carroll Parish School District to restrict access to all controversial materials and will not hold them responsible for materials accessed on the network.

Employee's
Signature _____

Date: _____

Employee Web Page Agreement Form

I authorize publication of the following information on the West Carroll Parish School District web page. Employee's Photo with Identity (with proper titles, i.e., Mr. Smith) Employee's Intellectual Property such as artwork, poetry, essays, performances, etc. identified with proper title, (i.e., Mr. Smith)

Employee's
Signature _____

Date: _____

Should information on this form change, it is your responsibility to notify West Carroll's WebTech Coordinator in writing. Note: Employee's Email address issued by West Carroll Parish School District will be published on the West Carroll Parish School District web site without permission.