

EMPLOYEE ACCEPTABLE USE AGREEMENT
Morgan County R-I School District

1. I will use the Internet, school computers, and email primarily for educationally relevant purposes and understand that the staff serves as role models to colleagues and students in the use of technology.
2. I agree to supervise my students in the appropriate use of technology resources.
3. I understand that all files on school hardware, email, and voice mail messages are governed by the “public record” statute and therefore, can be requested at anytime.
4. I understand that network administrators in order to maintain system integrity, may view file content at any time.
5. I agree to maintain any disk quota space provided to me.
6. I understand that illegal activities, including violation of copyright or other contracts, are strictly forbidden.
7. I will not send, forward, nor post any material that is likely to be offensive, threatening or compromises the confidentiality of students and staff members.
8. I agree to minimize non-school use of the Internet and e-mail.
9. I understand that “free” downloads of screen savers, games, coupons, search tool bars, travel offers, music, etc., or file sharing sites, and Yahoo Messenger and MSN Messenger can cause problems on the network and should not be downloaded on school computers.
10. I understand that serious violation of the above agreement may result in disciplinary action and/or dismissal by the school administration and/or legal action by the appropriate authorities.

I have read the employee agreement for the use of technology in the Morgan County R-I School District and agree to follow the provisions.

Employee _____ Date _____

Position _____