

Staff Computer Acceptable Use Policy

Rules and Guidelines

1. Noneducational materials shall not be downloaded, including screen savers, music, movies, toolbars, mouse pointers, etc.
2. The Harney County School District makes no guarantees, implied or otherwise, regarding the reliability of the data connection; nor shall the district be liable for loss or corruption of data resulting while using the Internet connection. No user shall use this Internet connection to perform any act that may be considered illegal or unethical.
3. Illegal copying or distribution of software is not allowed.
4. Sending or receiving copyrighted material, threatening or obscene material, or material protected by trade secret is prohibited. Commercial activity, product advertisement or political lobbying is not allowed.
5. Attempts to harm or destroy equipment, the district's network, data of another user, Internet or any other networks that are connected to the Internet including knowingly spreading a computer virus are prohibited.
6. The following acts are prohibited:
 - a. Sending or displaying offensive messages or pictures including swearing, vulgar language or inappropriate graphics;
 - b. Harassing, insulting or verbally attacking others;
 - c. Sending or displaying slanderous, libelous, discriminatory or abusive messages or pictures.
7. All equipment, data and email is the property of the school district.
8. When viewing an email list, if sender is unknown or information has not been requested, email should not be opened. State law mandates all email to be stored on district server for three years.
9. Personal use is not permitted, including printing, scanning, personal software, etc.

Consequences include, but are not limited to:

1. Loss of network/PC access;
2. Disciplinary action;
3. Cost;
4. Legal action.

I have read and understand these guidelines and agree to abide by these provisions.

User signature

Date