

FLORENCE COUNTY SCHOOL DISTRICT 3

Internet Acceptable Use Policy for Employees

Employees in Florence County School District Three may access the Internet or e-mail for educational or work-related purposes at any time that it does not interfere with the performance of other responsibilities by the employee.

All users must have a signed copy of this policy on file with their school's Media Specialist or Human Resource Department prior to using the Internet.

Internet use is a privilege and inappropriate use will result in cancellation of Internet privileges. All employees and students must abide by the following rules of Network Behavior (Netiquette).

- a. Be polite. Do not be abusive in messages to others.
- b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- c. Do not disrupt, harass, or annoy other users.
- d. Do not reveal your home mailing address or phone number(s) or similar information about other persons.
- e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail.
- f. Do not use the network in such a way that would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should be assumed to be the private property of the creator, and appropriate citations should be made when used.
- h. Do not report personal communications without the author's prior consent.
- i. Do not share passwords. This means that the only person to ever use an account is the person to whom it belongs.
- j. All users should remain on the system only as long as necessary to complete their work so that other individuals will have opportunities to access the Internet.
- k. Use of any type of proxy server(s) to circumvent or bypass filtering or firewall is prohibited.

Employee Certification Form

I have read and understand the district's Internet and e-mail Acceptable Use Policy and the information provided on the reverse side of this form. I understand and will abide by the conditions and rules set forth herein. I further understand that violations of these conditions and rules may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken as well as appropriate legal action when warranted. I also agree to be responsible for any unauthorized costs incurred by my use of the Internet.

Employee's Name (Please Print)

School

Employee's Signature

Date

Revised June 2006