

## ACCEPTABLE USE AGREEMENT FOR THE USE OF DISTRICT WIDE AREA NETWORK(S) AND THE INTERNET.

*\*Please read the following carefully before signing this document.*

The purpose of the East Dakota Educational Cooperative (EDEC) Network, and access to the Internet via EDEC's resources, is for professional development, as well as additional educational resources and communication for students and staff.

The use of the networks and Internet is a privilege. If you don't use the Internet properly, you may lose the privilege to use it. Any attempt to knowingly damage equipment, software or another user's data, will result in the recommendation that your Internet and/or your computer rights be revoked. Additionally, you will be subject to any state or federal laws that may require you to compensate the Cooperative for the resulting damage(s). EDEC is not responsible for any unauthorized charges or fees resulting from unauthorized Internet use. EDEC reserves the right to log network use and monitor file server space utilization by users.

### RULES OF NETWORK AND INTERNET USE:

When using EDEC's network and its resources the user agrees to the following:

#### Email & Internet:

- Email must be checked often & on a regular basis
- Unwanted messages should be deleted immediately in an attempt to keep mailbox size to a minimum.
- Personal use of email must be kept to a minimum.
- Email is not a secure communication method and should never be assumed as such.
- The Cooperative shall have the right to monitor, access, retrieve, read, and disclose all messages, documents or data created, sent, received, stored or accessed on Cooperative systems without prior notice to the creator(s), originator(s) or recipient(s) of the messages, documents or data.
- Do not transmit or request receipt of any materials or content that may be considered offensive, abusive or otherwise objectionable.

#### Computer/Network/Software use:

- Abuse of computer, network equipment, or software is prohibited.
- Lead staff or technology coordinator must approve software installations and downloads.
- Software installations and downloads are to be used for instruction only.
- Copyrighted materials are not to be installed on network equipment without proper licenses.
- Any programs that have the potential to compromise the security of the network or could be deemed inappropriate are not permitted.
- Use of equipment for personal use, illegal activities or for-profit purposes is prohibited.
- Use of the equipment to access pornographic or objectionable materials is not permitted.
- Deliberate destruction/modification of another's files or property is not permitted.
- Use of another's user account is not permitted
- Passwords should be changed often and never shared with others.
- Digital information created, stored, or transferred on Cooperative equipment becomes and remains the property of the Cooperative.

Employee:

I understand and will follow the Acceptable Use Agreement. I further understand that any violation is unethical and may be a crime. Should I commit any violation, my network privileges may be revoked, I may be required to pay damages, and the appropriate school disciplinary action or legal action may be taken, including termination or employment.

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Signature

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Date

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Print Name

Policy Adopted: June 17, 1998  
Revised: November 19, 2008