



**Richmond Community Schools
Acceptable Use Agreement for Staff**

This section must be completed by the Employee. Please print legibly.

I understand and will abide by the Conditions and all Rules of this Acceptable Use Agreement (please see the back of this document). If violated, my privileges will be revoked and disciplinary and/or legal action may be taken.

Full Legal Name: _____ School Year: _____
 First Middle Last

Personal Email: _____

Building: _____ Room Number: _____

Job Title: _____

Position Type: Teacher Staff Administrator Sub Teacher Other _____

Signature: _____ Date: _____

The following section must be completed by the Administrator.

Is this a name change for the employee? Yes No
 Previous Names: _____
 Is this person an RCS employee? Yes No
 Has this person worked for RCS previously? Yes No
 Does this person work between multiple buildings? Yes No If yes, which buildings? _____
 Is this person a long-term substitute teacher? Yes No
 For whom are they subbing? _____
 What is the date the original teacher is expected to return? _____
 Is this person a Special Education Teacher of Record? Yes No
 Is this person a Special Education Teacher of Service? Yes No

Employee ID# _____

Please place a check mark in the appropriate column (see Position Type, above) for the systems you wish the employee to access.

Which systems does this employee need to access?	Teacher or Long Term Sub	Staff	Administrator	Substitute Teacher	Other
Internet					
Email account					
Phone/Voice Mail					
Swipe Card Security (Where Applicable)					
Security Alarm					
Komputrol					
DOE STN Application Center					
PowerSchool					
PowerTeacher Gradebook					
Office 365 Account					
Canvas					

Administrator Signature: _____ Date: _____

* Please make 2 copies, front-to-back, one for the employee and one to file in your building and send the original to Human Resources. The acceptable use agreement is on the back of this page.

RICHMOND COMMUNITY SCHOOLS ACCEPTABLE USE GUIDELINES FOR EMPLOYEES ELECTRONIC NETWORKS

Richmond Community Schools is using technology to enhance learning opportunities for students and staff. Electronic networks will enable schools to access timely information more efficiently. Use of networks will enable students and staff to communicate, share information, and expand their knowledge.

PROPER AND ETHICAL USE

Staff is expected to understand the procedures, ethics and security guidelines prior to receiving access to the network.

CONDITIONS AND RULES FOR USE

- 1 Acceptable Use
 - Electronic networks facilitate research and learning, provide access to unique resources, and give opportunities for collaborative work. All accounts are provided to achieve the educational objectives of Richmond Community Schools. Transmission of any material in violation of any United States or Indiana regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, obscene material, or any material protected by trade secret.
- 2 Network Etiquette
 - Use appropriate language.
 - Be cautious about revealing personal addresses or phone numbers.
 - Understand that electronic (e-mail) is not secure.
 - Honor and support equitable use of the network.
- 3 Security
 - Security on any computer or network is a high priority especially when the system involves many users.
 - The user is to use only the account (username and password) assigned to him/her. The user is responsible for his/her password.
 - It is a violation for any person to disclose any assigned password to any other person, except to a member of the Technology Department staff for problem resolution purposes.
 - If there is a security problem, notify the district technology department immediately.
- 4 Student Supervision
 - Students will be supervised at all times during their computer usage and network access.
 - Alternative resources are available for students who do not have electronic accounts.
 - Report to the systems manager the URL (network address) or code/location if a student reports questionable content.
 - Create appropriate classroom rules for network use and implement these rules uniformly.
 - Ensure equitable access for all students.
- 5 Vandalism and Harassment
 - Vandalism may result in cancellation of the user's account as well as restitution for all incurred costs. Vandalism includes any intentional act to harm, modify, and/or destroy software, network components, hardware, or another user's data.
 - Harassment of other users may result in cancellation of the user's account.
- 6 Procedures for Use
 - EACH USER MUST COMPLETE AND RETURN AN ACCEPTABLE USE AGREEMENT SIGNED BEFORE USE.
 - Obtain system account.
 - Use supplies responsibly.
 - Follow site procedures.
 - Report problems to the designated site manager.
- 7 Improper Use
 - Violation of RCS guidelines, state or federal laws, or classroom, and building rules may result in loss of network account.
- 8 Monitoring
 - If building administrators determine inappropriate use, the account may be revoked. All accounts are not secure.

Richmond Community Schools (RCS) makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. RCS is not responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. RCS is not responsible for the user's errors or omissions. RCS is not responsible for the accuracy, nature, or quality of information stored on RCS storage devices; nor for the accuracy, nature of quality of information gathered through RCS-provided Internet access. RCS is not responsible for personal property used to access electronic networks. RCS is not responsible for unauthorized financial obligations resulting from RCS provided access to the Internet.

BOARD OF SCHOOL TRUSTEES COMPUTER NETWORKS POLICY #7541

Through computer network usage, including Internet, students and staff may participate in activities that support research, learning, and teaching. Because computer networks are fluid environments, the information, which will be available to students and staff, is constantly changing and, for this reason, such information available to individuals is difficult to regulate. Prior to student or staff use, each user must sign an acceptable use agreement. To remain eligible as users, use must be in support of and consistent with the educational objectives. Access is a privilege, not a right. Parents/guardians must provide written permission for students to participate. Specific staff at each building will be designated to manage network related resources and responsibilities.

The Trustees specifically prohibit the following acts by users of corporation technology:

- Violating local, state, or federal law or administrative guidelines, user agreement, and/or school corporation rules, which include vandalizing, damaging, or disabling property.
- Intentionally accessing, or transmitting pornographic, profane, obscene, harassing, abusive, or otherwise inappropriate language, photographs, drawings or other such material.

If a student or staff member does not follow acceptable use agreement rules, his/her network use privilege may be withdrawn and other disciplinary actions taken.

All agreements for networks must conform to the Technology Plan.

The Board of School Trustees directs that the guidelines be prepared for the students and staff that define the use of electronic information resources. These guidelines and all user agreement will fully comply with the requirements established by the Indiana Department of Education for Internet Access Policies.

Adopted 2-21-96