

Hemet Unified School District
STAFF
Electronic Appropriate Usage Policy

Please read this document carefully before signing.

The Internet offers valuable, diverse, and unique resources to staff and students. Our goal in providing this service to staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. HUSD has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate or controversial information. HUSD firmly believes valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient ethical and legal utilization of the network resources. If an HUSD staff member violates any of these provisions, disciplinary action may be taken. Your signature at the end of this document is legally binding and indicates that you have read the terms and conditions carefully and understands their significance.

Internet – Terms and Conditions

1. **Acceptable Use** – The purpose of using the Internet in our school system is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of on-line services must be in support of education and research and consistent with the educational objectives of the Hemet Unified School District. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, and material protected by trade secrets.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. All staff using online services through the HUSD network must have a signed Electronic Information Resource User Contract. The Superintendent or designee will deem what is inappropriate use and the Superintendent or designee's decision is final. The system administrators may close an account at any time as required. Before any use of district on-line services this document must be signed.
3. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a) Be polite. Do not get abusive in your messages to others.
 - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Foul language or inappropriate or illegal activities are strictly forbidden.
 - c) Do not reveal personal addresses or phone numbers of students or colleagues.

- d) Note that electronic mail (e-mail) is not guaranteed to be confidential. People who operate the system do have access to all e-mail. Messages relating to or in support of illegal activities must be reported to the authorities.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.
- f) All communications and information accessible via the network should be assumed to be property of Hemet Unified School District and subject to district guidelines and policies.

4. Hemet Unified School District makes no warranties, of any kind, whether expressed or implied, for the service it is providing. HUSD will not be responsible for any damages incurred by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at your own risk. HUSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify the District Systems Administrator or Site Administrator. Do not demonstrate the problem to other users. Do not share your password with anyone. Do not use another individual's account without written permission from that individual. Attempts to log onto the network as anyone but yourself may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network services.
6. **Vandalism** – Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any of the above listed agencies or other networks that are connected to the internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission.

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I understand and will abide by the above contract. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and district disciplinary and/or appropriate legal action may be taken.

User's Name (please print)

User's Signature

School Site/Location

Date

INTERNET TEACHER CERTIFICATION CHECKLIST

Policy Compliance

1. Reviewed the Electronic Information Resource User Contract for both staff and students.
2. Signed the Electronic Information Resource User Contract for staff and filed it with their school principal and HUSD Technology Services Dept.

E-mail

1. Demonstrated ability to send e-mail.
2. Demonstrated ability to read e-mail from trainer.
3. Demonstrated ability to print e-mail message and save message to disk.

World Wide Web

1. Demonstrated ability to access a Web page.
2. Demonstrated ability to navigate through Web pages.
3. Demonstrated ability to print a Web page.
4. Demonstrated ability to capture data from a web page to a file on disk.
5. Demonstrated ability to add a bookmark to a Web browser.
6. Demonstrated ability to use two different WWW search engines.
7. Demonstrated ability to locate AskERIC database.
8. Demonstrated ability to locate one Web site appropriate to their subject matter.

Newsgroups

1. Demonstrated ability to locate and browse a particular newsgroup.
2. Demonstrated ability to post an article to a newsgroup.
3. Demonstrated ability to reply to an article within a newsgroup.
4. Demonstrated ability to download a newsgroup FAQ document.

Instruction

1. Discussed two lesson objectives incorporating use of the internet.

HEMET UNIFIED SCHOOL DISTRICT