

Frontier School Corporation Computer, Software, and Internet User Agreement Policy

For the purpose of copyright, a computer program is defined in the law (U.S. Public Law 96-517(b)) as a set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result. Duplicating copyrighted computer software is a federal offense. Criminal penalties make the violators subject to fines of up to \$10,000 and prison terms of up to five years. The following provisions of the policy of the Frontier School Corporation apply to all school employees, all students, and any member of the community at large using said facilities, equipment, and software:

1. Everyone using corporation facilities and equipment is expected to adhere to the provisions of PL 96-517(b) and Frontier School Board Policy Property 7530.
2. No one may use unauthorized copies of software on computer equipment belonging to the school corporation.
3. No one may enter, use, alter, copy, or tamper with computer files or software belonging to another person or the school without permission of the owner of the files and the teacher in charge or appropriate school administrator.
4. Theft or willful/irresponsible damaging of any computer facilities, equipment, or software belonging to the school corporation is not permitted.
5. Uploading, downloading, distribution, or viewing of pornographic, obscene, sexually explicit, or controversial material is prohibited.
6. No unauthorized person may use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems, either local or in remote locations.
7. It is required to get both the building Principal's and Technology Director's permission to take technology items out of the building. This would include computers, projectors, cameras, or anything listed in the technology manifest.
8. Staff will make appropriate and ethical use of computers and networks. Examples are: not disclosing personal information about a student or staff, OR using the network in such a way as to disrupt the use of the network by others.
9. All passwords, usernames, e-mail addresses, hardware, and software are property of the school corporation and are subject to change or removal.
10. All software, hardware, or additional technology equipment and products, must have approval of the Technology Director to ensure compatibility, to maintain copyright laws, and to maximize the potential use of the equipment.
11. Personally owned devices are included in this Acceptable Use Policy when on school property or connected to the school infrastructure.
12. Technological assistance provided by the School Corporation Technology Department on personal equipment or software will be at the discretion of the Technology Director. The School Corporation is not responsible or liable for damages or repair work needed on personal computers or software.

13. The Technology Department will make every effort to supply school staff with the necessary tools and equipment to perform their job functions within the constraints of the budget and manpower. However, if school staff bring in technology equipment from home, the school corporation is not responsible for loss, damage, theft, or operational cost of such items (ie: ink cartridges for printers). The Technology Department also is not responsible for upkeep or maintenance on personal devices. Adding additional equipment or maintaining personal devices to the network is at the discretion of the Technology Director.
14. All devices that reside at the school or connect to the school networks must use the school's security procedures or provide their own security measures with approval from the Technology Director. The school is not responsible for the cost of securing personal equipment. Any user identified as a security risk for any reason may be denied access to the internet or network.
15. Even with prior approval, the owner of personal equipment that damages or destroys school hardware or software could be held liable for damages.

No Expectation of Privacy

Given valid reason, the Frontier School Corporation may, at any time and without notice or consent from users, obtain access to all the information, conveyed or stored anywhere on any of the school's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. The Frontier School Corporation may use the information so obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise at the sole discretion of Frontier School Corporation. The Frontier School Corporation may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means.

No Warranties Clause

Frontier School Corporation makes no warranties of any kind whether expressed or implied for the service it is providing. The Corporation is not responsible for any damages, loss of data, delays, mis-deliveries, or service interruptions. Use of any information obtained from the internet is at the user's own risk. Frontier School Corporation specifically denies any responsibility for the accuracy or quality of information obtained on the Internet.

Staff Agreement

Rules and regulations are necessary in order to offer technology opportunities in the workplace. I agree to abide by the attached Acceptable Use Policy Guidelines as stated in this document.

Staff Signature

Date