

School District of Black River Falls

**School Board Policy 364.1-Exhibit (1)**

**Acceptable Use and Internet Safety Agreement for District Computer Networks  
(Employees)**

Use of the Internet and other computer networks provides great educational benefits. Unfortunately, however, some material accessible via the Internet and other computer Networks may contain items that are illegal, defamatory or potentially offensive to some people. Access to the Internet and other computer networks is given as a privilege to employees who agree to act in a considerate and responsible manner.

1. Employees are responsible for good behavior on the Internet and other computer networks, including accessing the internet through connections between the District Wi-Fi and employee's personal electronic devices, just as they are in a school building. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators will review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files would always be private.
3. The following are not permitted:
  - a. Sending or displaying offensive messages or pictures.
  - b. Using obscene language.
  - c. Harassing, insulting or attacking others.
  - d. Damaging computers, computer systems or computer networks.
  - e. Violating copyright laws.
  - f. Using another person's password.
  - g. Trespassing in another person's folder, work or files.
  - h. Intentionally wasting limited resources, including the use of "chain letters" and messages broadcast to mailing lists or individuals.
  - i. Employing the network for commercial purposes.

- j. Revealing your personal address or phone number or the personal address or phone number of any other person without consent of the individual and/or parent/guardian.

4. Violations may result in loss of access as well as other disciplinary or legal action.

I have read the rules for acceptable online behavior, understand the rules and agree to comply with the above stated rules. Should I violate the rules, I understand that I lose Internet and other computer network privileges at my school.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

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Position – please circle as many as may apply:

Teacher    Student Teacher    Food Service    Transportation    Secretary    Aide

Custodian    Guidance    Special Ed    Bus Driver    School Board    Substitute

Other – please specify \_\_\_\_\_

\*\*Subs/Student teachers\*\* Dates of service \_\_\_\_\_ to \_\_\_\_\_

Subbing for or Advisory Teacher \_\_\_\_\_

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Building – please circle as many as may apply:

Gebhardt    Third St.    Forrest St.    Middle School    High School    District Office

Bus Garage    Other - please specify \_\_\_\_\_

APPROVED: July 21, 2008

REVISED:    September 19, 2011  
                  December 5, 2011