



Newaygo County Regional Educational Service Agency
4747 W. 48th Street, Fremont, MI 49412

Employee Consent and Waiver Form for Internet and Computer Use

***Per Board Policy 4500/4510 (Legal Ref: MCL15.231 et seq.),
employees must complete the consent and waiver form.***

The Newaygo County Advanced Technology Service (NCATS) operates the NC RESA wide area network (WAN) that connects NC RESA facilities and Internet access to all five local school districts within Newaygo County. All network and computer equipment and software is to be used by authorized individuals only. Any unauthorized access or illegal use of these systems is prohibited and is subject to criminal and civil penalties under Federal and State laws. Individuals using these systems or resources are subject to having all activities on these systems monitored by systems or security personnel. Anyone using these systems or resources expressly consents to such monitoring.

It is possible for all users of the Internet to access or be exposed to information that is intended for adults and not appropriate for school or business purposes. Although NCATS has taken all reasonable steps to ensure the Internet connection is filtered and used only for educational purposes, the district or school cannot prevent, in total, access to inappropriate material on the Internet or computer workstations. Computer security cannot be made perfect, and it is likely that a determined person can make use of computer resources for inappropriate purposes.

I understand that the Internet filtering, that must be provided according to the CIPA (Child Internet Protection Act), is running on all computer workstations. Any attempt to bypass or uninstall this filtering is inappropriate and could result in loss of network privileges, possible prosecution, and/or possible termination.

I further understand that I am expected to use good judgment and follow the rules and guidelines established here and by NC RESA Board Policy (Policy #4500). A copy of the policy may be obtained from the NC RESA Superintendent's office. Should I breach the rules and guidelines, I understand that NCATS cooperates fully with law enforcement agencies.

Usage Guidelines are listed on the back of this form.

I understand and accept the conditions stated and agree to hold blameless and release from any liability NCATS, the NC RESA, and its Internet providers. The conditions and guidelines of this form may be updated or revised at any time, and will be made available at www.ncresa.org/docs/aup.pdf

Note: *Your signature is required to use the NC RESA network.*

Printed Name

Signature

Date

Guidelines

The use of the Internet is a privilege, not a right. Inappropriate use of the Internet may result in limitation or cancellation of user privileges and appropriate disciplinary action.

- The Internet/NC RESA Network is provided for school-related purposes. No right of privacy exists in any communication on the Internet or the School Network. The school district monitors and archives e-mail messages as a part of ensuring compliance with Board of Education policies, applicable laws, and regulations.
- Students/Staff must meet all standards of expected online behavior and comply with all Board of Education policies, applicable laws, and regulations.
- All staff will model and promote ethical use of technology.
- No person may use school system equipment, software, or school email for personal gain, profit, or to promote a political position. NC RESA does not support the advertisement of any product or the promotion of any political agenda. It is the responsibility of school administrators to address such violations.
- No user of the Internet or other electronic communications may engage in creating, soliciting, or transmitting defamatory, fraudulent, pornographic, harassing, obscene, or vulgar images or documents. Messages with derogatory or inflammatory remarks concerning religion, ethnicity, national origin, sexual preference, etc. about an individual or group will not be transmitted or posted.
- All laws and Board of Education policies apply for all employees and students, including those relating to copyright/trademarks, confidential information and public records. Information electronically transmitted or stored is subject to the same copyright laws as govern non-electronic data. The intellectual property of others will be granted the respect afforded copyrighted materials.
- Accessing programs and websites not appropriate for educational use are prohibited. Students will not participate in Internet instant message activities, visit chat rooms, access personal e-mail accounts (unless it is a curriculum-related requirement) or participate in any activity that may cause harm to themselves or others. This includes revealing personal information.
- Users will not attempt to gain unauthorized access to programs, websites, network file space, or computer equipment. Attempting to disable or circumvent system filtering software is prohibited. Promoting, advocating, or participating in hacking is strictly prohibited. It is the responsibility of school administrators to enforce these policies (see consequences section).
- Users will not maliciously attempt to harm or destroy hardware, software, data, or transmit computer viruses or other malware.
- Passwords are not to be shared with anyone or posted in a conspicuous location. Users will not attempt to log in to any system or software using credentials other than their own.
- Opinions expressed as representing the view of the school district must receive prior approval by the superintendent or his or her designee.

The account holder is held responsible for his/her actions and activity within his/her NC RESA account and email. The NC RESA network includes, but is not limited to, any hardware, software, video, or phone device that connects to or transmits on the NC RESA network. Reported unacceptable uses of the network will result in restrictions or the suspension of network privileges. Some examples of such unacceptable uses are:

- Using the network for any illegal or criminal activity, including violation of copyright or other contracts (this includes music, pictures, video or text);
- Using the network for personal financial or commercial gain;
- Degrading or disrupting equipment, software or system performance;
- Vandalizing the data of another user;
- Gaining unauthorized access to data of any kind;
- Invading the privacy of individuals and or sharing this information;
- Using an account owned by another user;
- Posting personal communications without the original author's consent;
- Posting anonymous messages or Spamming of any kind;
- Downloading, promoting links to, or the storing or printing of files or message that are profane, obscene, or that use language that offends or tends to degrade others;
- Transmitting, executing, promoting links to, or storing malicious, threatening, or abusive programs or material;
- Violating the content guidelines as outlined below.
 - No release or publication of personal information about a student, employee, or customer will be allowed. This includes home telephone numbers, drivers licenses number, Social Security Number, banking/credit card numbers, and addresses.
 - Individuals in pictures, movies, or sound recordings may be identified only by initials (e.g. JQP for John Q. Public). Absolutely no student first or last names may appear in reference to individuals in any image, movie, or sound recording unless a prior release has been obtained.
 - No text, image, movie, or sound that contains pornography, profanity, obscenity, extreme violence, terrorist activities, or language that offends or tends to degrade others will be allowed.