LUKFATA PUBLIC SCHOOL

Terms and Conditions for Employee Network and Internet Use

Please read the following carefully before signing the attached agreement. This is a legally binding document.
Please retain pages 1-2 for your records and submit page 3 to your IT Director.

Lukfata Public School (LPS) is committed to providing computer network and Internet access to students and teachers. We believe the Internet offers vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence by facilitating research, resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to such resources as:

a. electronic mail (e-mail) communication with people all over the world
b. information and news
c. public domain and shareware of all types
d. discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics
e. access to many university catalogs

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. Lukfata Public School and the Internet Service Provider (ISP) have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. It is the responsibility of the user to report inappropriate content.

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 a LPS user violates any of these provisions, their access will be terminated and future access could possibly be denied. The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands the significance.

Network and Internet Use Terms and Conditions

1. Acceptable Use - School use must be in support of education and research and consistent with educational objectives. Use of other organizations’ networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.
2. **Privileges** - The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. The school and system administrators will deem what is inappropriate use. Their decision is final. The district may deny, revoke, or suspend specific user access at any time.

3. **Netiquette** - 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. Your messages should not be abusive to others.
   
   b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
   
   c. Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues.
   
   d. Illegal activities are strictly forbidden.
   
   e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
   
   f. Do not use the network in such a way that you would disrupt the use of the network by other users.
   
   g. All communications and information accessible via the network should be assumed to be private property.

4. **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 computer network or the Internet, you must notify the system administrator, or appropriate contact person. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access the Internet as a system administrator will result in cancellation of your user privileges. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to the Internet and the network.

5. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, Trojans, or other malware.

6. **Exception of Terms and Condition** - All terms and conditions as stated in this document are applicable to Lukfata Public School and to the Internet and local computer networks. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

Lukfata Pubic School and the Internet Service Provider make no warranties of any kind, whether expressed or implied, for the service they provide and will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by any cause including negligence, errors, or omissions. Use of any information obtained via Lukfata School network or the Internet is at the user’s own risk. Lukfata School is not responsible for the accuracy or quality of information obtained.

Adopted by Lukfata School Board at a public meeting, following normal meeting notice, on November 13, 2017.
LUKFATA PUBLIC SCHOOL  
Employee Agreement for Network and Internet Use

This form is to be completed and returned to the Technology Director and a copy to be maintained at the local school site (all appropriate fields must be filled in).

User’s Full Name (please print): __________________________________________________________
(Please include middle name or initial)

I am a . . . Lukfata Public School Teacher  □
   Lukfata Public School Support Staff □
   Lukfata Public School Administrator □

Job assignment/title:
(i.e. 1st Grade Teacher, Music Teacher, PK Teacher Assistant, Secretary, etc.)

I would like for my password to be: ___________________________________________
*Password must be at least 8 characters (letters, numbers, symbols or a combination; may not include spaces)*

I understand, and will abide by, the Terms and Conditions for computer network and Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

User Signature: ___________________________________  Date: ___________________

Do not write below this line.

Technology Use Only

☐ Active Directory  ☐ Study Island
☐ E-mail  ☐ ThinkCentral
☐ E-mail Directory  ☐ Reading Eggs/Eggspress/Mathseeds
☐ Website Directory  ☐ Dibels
☐ Gradebook  ☐ Write To Learn
☐ UID List  ☐ Other __________________
☐ Destiny  ☐ Other __________________
☐ Renaissance/myON  ☐ Other __________________