COMPUTER, NETWORK, AND INTERNET USE AGREEMENT

Acceptable uses of SOESD computers, network, and Internet connection are activities that support teaching and learning and should be considered a privilege and not a right. Inappropriate use may result in a cancellation of those privileges.

Inappropriate uses include the following:
- Violating the rights or privacy of others.
- Using or posting profanity, obscenity, or language that may be offensive to another user.
- Posting confidential communications without the author’s prior consent.
- Copying software in violation of copyright law.
- Using the network for financial gain or for any commercial or illegal activity.
- Storing non-work related photos, music or other files on computers / network resources.
- Deliberate attempts to degrade or disrupt system or network performance. Such attempts will be viewed as criminal activity under applicable state and federal law.
- Intentionally spreading computer viruses.

General User Responsibilities
- The person in whose name an account is issued is responsible at all times for its proper use and adherence to copyright laws, board policies, and personal and agency liability.
- Southern Oregon ESD reserves the right to monitor or examine all computer and network activities including electronic mail, internet activity, and the content of computer hard drives.
- **Note: Electronic information including email is not confidential and is subject to public disclosure.**
- Security on a computer system is high priority, especially when the system involves many users. Users identifying a security problem are to notify Computer Information Services.*
- Licensed software is to be installed by Computer Information Services.*
- The user who installs freeware takes the responsibility to check for incompatibility problems prior to installation. Contact Computer Information Services with any questions regarding compatibility.*

Personal / Mobile Devices
- Personal and mobile devices will be configured according to current procedures set by Computer Information Services before being used to access SOESD related information resources or other resources that may contain confidential data, (including but not limited to connecting to email, student information systems, and personnel records). For current configuration procedures and usage guidelines, and to request configuration of a device, contact Computer Information Services.*
- SOESD may erase the entire contents of mobile devices (including personal mobile devices) at any time, manually or remotely. SOESD will not be liable for any claim resulting from such data loss.

Consequences
- If it is found that a computer contains non-work related software or files, or software or files in violation of copyright laws and/or agency policy, or that a user has repeatedly caused disruption to the performance of the system or network, even if such disruption is unintentional, offending files/software may be removed or the entire drive/user storage area may be erased, the user’s account privileges may be changed to exclude the ability to download/install software, and the appropriate administrator may be notified.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- Failure to adhere to these guidelines may result in suspending or revoking the offender’s privilege to computer and network access.

*Contact the Computer Information Services Help Desk by calling 541-858-6730 / 888-858-6730, emailing support@soesd.k12.or.us, or requesting help online: www.soesd.k12.or.us/helpdesk.
Employee Section
By signing this form, I am stating that I have read and understand Southern Oregon ESD’s “Computer Network, and Internet Use Agreement” and agree to comply with the policies procedures as stated in the agreement, as well as SOESD Board policies 7500 and 8700 regarding Computer Use and Internet Safety. Further, I acknowledge that after signing this form, I will receive training on and be responsible for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying.

Printed Name of Employee

Program

Work Site

Position

Signature of Employee __________________________ Date __________

Authorized by:

Signature of Supervisor __________________________ Date __________

Student Section

- I have read the Computer, Network, and Internet Use Agreement and have received training appropriate online behavior, including the proper use of the computer / network / Internet, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying. I agree to support these policies and procedures, and understand that violation may result in disciplinary action, as well as restitution of any costs that may incur, intentional or otherwise.
- For personal safety I will not post personal contact information about myself or others. Personal contact information includes address, telephone number, photograph, etc. I will promptly disclose to an ESD employee any message that I receive that is inappropriate or makes me feel uncomfortable.
- I will not download information or software without express permission from the teacher.
- I will ask permission prior to posting any content online.
- I will not change the system configuration without permission.

Printed Name of Student __________________________

Signature of Student __________________________

Date __________

Parent/Legal Guardian Section

I have read the Computer, Network, and Internet Use Agreement and agree to the conditions outlined in that document. I understand that these telecommunications services are of a public adult nature, and that there is some information that may not be appropriate for certain ages. I fully understand that my child (the actual technology user) is responsible for his or her actions in dealing with telecommunications access privileges.

My child and I agree to abide by the Southern Oregon ESD’s Computer, Network, and Internet Use Agreement and acknowledge that failure to comply may result in loss of system privileges and/or disciplinary action.

Printed Name of Parent/Legal Guardian __________________________

Signature of Parent/Legal Guardian __________________________

Date __________

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