



## **Muscatine Community School District Network and Electronic Mail Agreement for Employees of the Muscatine School District**

This agreement covers all electronic accounts including but not limited to: Electronic mail, Microsoft Networking, Novell Networking, PowerSchool accounts, Google Apps, SuccessMaker, Novanet and all other student management software.

Network access and electronic mail are provided for staff to conduct research and communicate with others. The primary use of these resources should be for School District related business. Communications over the network are often public in nature, therefore general rules and standards for professional behavior and communications will apply. Users should not expect that electronic communications and/or files stored on District servers will be private.

The following activities are not permitted on District networks:

- ❖ Sending or displaying offensive messages or pictures
- ❖ Using obscene language
- ❖ Harassing, insulting or attacking others
- ❖ Violating copyright laws
- ❖ Sharing your password(s) with other users
- ❖ Trespassing in other users' folders, documents or files
- ❖ Utilizing the network for commercial purposes or personal gain
- ❖ Perpetuating electronic chain letters, Internet or Virus Hoaxes
- ❖ Deliberate damage to hardware or software
- ❖ Use of District computers for illegal activities

Section 601.15 and 601.15 (2) of School Board Policy is also applicable to this agreement

Reports of inappropriate behavior, violations, or complaints should be sent to the Technology Supervisor who will take appropriate action.

Network access and electronic mail accounts will only be established for employees who have signed the **Network and Electronic Mail Agreement** form.

**Violations may result in a loss of access privileges, disciplinary action, or legal action.**

**“The use of the Internet is a privilege which may be revoked by the school administration at any time for abusive conduct.”** *Board Policy 601.15 paragraph 3*