

**Employee/Volunteer User Contract**

**Directions:** After reading the Acceptable Use Policy, please read and fill out the following contract completely and legibly. Your signature is required for direct access. Please return the contract to your Technical Coordinator or their designee.

The Outlook Live e-mail solution is provided to you by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to you also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before you can use those Microsoft services, you must accept the Windows Live Service Agreement.

I have read The Paris Independent School District Network Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation my access privileges may be revoked, disciplinary action (as stated in the teachers' contract)and/or appropriate legal action may be taken.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee/Volunteer Name: \_\_\_\_\_

*The Paris Independent School District  
Acceptable Use Policy  
For use of  
Technology and Related Devices*



The Paris Independent School District has access to and use of the Internet and E-mail as part of the instructional or job related process.

All employees and volunteers must sign an Acceptable Use Policy agreement before direct access to the Internet or electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to teacher directed electronic mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Employees and volunteers will be held accountable for violations of the Acceptable Use Policy agreement and understand that disciplinary action may be taken as stated in the teachers' contract.

## **Local Technology Resources**

- The use of your account must be in support of education and research and consistent with the educational objectives of The Paris Independent School District.
- You may not give your password to anyone.
- You may not transmit obscene, abusive or sexually explicit language.
- You may not create or share computer viruses.
- You may not destroy another person's data.
- You may not use the network for commercial purposes.
- You may not monopolize the resources of The Paris Independent School District Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games. You may not participate in chain e-mail.
- You may not break or attempt to break into other computer networks or change passwords on district installed remote programs.
- You may not use MUD (multi-user games) via the network.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.

## **Internet Regulations**

- Internet access through the school is to be used for instruction, research, and school or job related activities. School access is not to be used for private business or personal, non-work related communications.
- Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.
- You may not offer Internet access to any individual via your Paris Independent account.
- Purposefully annoying other Internet users, on or off The Paris Independent School District system, is prohibited. This includes such things as continuous talk requests and chat rooms.
- Staff/Students should not reveal their name and personal information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.

- The school should never reveal a student's personal identity or post on the internet a picture of the student or the student's work with personally identifiable information unless the parent has given written consent.
- A student who does not have a signed AUP on file may not share access with another student.

As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

## **Electronic Mail Regulations**

Students and employees of The Paris Independent School District are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems e-mail can be used.

- Be polite. Do not write or send abusive messages to others.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, nonrelated communications.
- You may not swear, use vulgarities or any other inappropriate languages.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- You may not access, copy or transmit another user's messages without permission.
- Do not reveal your personal address or phone number or those of students unless a parent or a teacher has coordinated the communication.
- You may not send electronic messages using another person's name or account.
- You may not send electronic messages anonymously.
- Do not create, send, or participate in chain or spam e-mail.

The electronic 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.