

# Tipton County Schools

## Employee Acceptable Use Policy

The use of computers, networks, and the Internet in the Tipton County School System is a privilege and not a right and the use of this privilege may be revoked at any time for any reason. All communication that takes place on the network must be polite, kind and free from inappropriate language and material.

We have developed a set of rules, but they cannot cover everything. Sharing computer access with others requires users to be polite and do what is right. Before you sign this agreement, you should understand that user privileges will be lost and that disciplinary action will be taken for inappropriate use of Technology. You, as an employee can be held legally liable for any problems that occur due to your inappropriate use of the computer hardware, software, and networks in our schools.

As a condition of my use of the computers, networks, and the Internet, I will abide by the Terms and Conditions for Technology listed below.

### **Terms and Conditions:**

- I understand that computers, network, and Internet access, is for educational purposes only, and is available only to qualified students, teachers, administrators, and staff.
- I will never share my password with anyone else.
- I will never attempt to tamper with, or otherwise disrupt, other people's data or computer equipment, or try to gain unauthorized access to accounts or files on any computer, network, or on the internet.
- I understand that the electronic mail service provided by the Tipton County Schools is not guaranteed to be private.
- I understand that the disciplinary action will be taken against any user found sending or acquiring objectionable material over the Internet, or creating, copying, or otherwise manipulating, objectionable material on school equipment or on school premises.
- Any use of school technology for commercial or for-profit purpose, personal or private matters, is strictly prohibited.
- Tipton County Schools specifically forbids the unauthorized duplication of software.

I understand this and will abide by the U.S. copyright law, which states:

According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied, and criminal penalties, including fines, up to \$250,000 per work copied, and imprisonment of up to 5 years per title copied.

Employee Name (please print)

Employee Signature

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