

Employee Internet Authorization
-SUMMARY-

Each employee must sign this authorization as a condition for using the District's Internet connection.

- The failure of any user to follow the terms of the *Authorization for Electronic Network Access* (6:235-AP) will result in the loss of privileges, disciplinary action, appropriate legal action and/or any reimbursement to the district for any breach of this authorization.
 - Internet use is for educational purposes only. Personnel may not use the Internet for personal use during their scheduled workday or contracted times. Employees may be asked to limit excessive use or discontinue personal use if the privilege is abused.
 - Some examples of **Unacceptable** use include, but are not limited to the following:
 - Unauthorized downloading of software or copyrighted materials
 - Using the Internet for any illegal activity
 - Using the Internet for private financial or commercial gain
 - Invading the privacy of individuals by using their password
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
 - **All communication and Internet use, including e-mail and Outlook, is the property of District 709 and may be viewed on a daily basis. Professionalism is recommended.**
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I understand and will abide by the above Employee Internet Authorization Summary and the *Authorization for Electronic Network Access* (6:235-AP). I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

(Employee signature)

(Date)

ADOPTED: April 16, 1998
REVISED: October 9, 2009
REVIEWED: November 25, 2013