

Table of Contents
ADMINISTRATIVE RULE
Acceptable Use Policy of Information Systems

SECTION A – District Officials and Employees	2
Statement of Intent.....	2
Incidental Use	2
Disclaimer of Liability	3
Acceptable Uses.....	3
Prohibited Uses	3
Due Process.....	4
Copyright and Plagiarism.....	4
SECTION B - Students	5
Statement of Intent.....	5
Disclaimer of Liability	5
Acceptable Uses.....	6
Prohibited Uses	6
SECTION C - Operations and Procedures	7
District Responsibilities	7
Parental Notification and Responsibility	7
Due Process.....	8
E-mail Procedures	8
Software Licensing and Installation.....	8
District Web Pages.....	8
SECTION D - Definitions	9
FORMS	10
Acceptable Use Policy Guidelines For Students.....	10
Parent Form for Denial of Student Use of Internet and E-Mail Resources.....	11
Employee Agreement for Use of Internet Resources.....	12
Guest Account Form	13

ADMINISTRATIVE RULE
Acceptable Use Policy of Information Systems

(SECTION A – District Officials and Employees)

STATEMENT OF INTENT

The purpose of this document is to educate district officials, employees and students of Richland One to the uses, regulations and limits of access to the network, Internet, e-mail and other technology devices. All employees and students must read and agree to the guidelines outlined in this document before entering into any online activity. Users must understand and appreciate the responsibilities as well as the rules and regulations of accessing and using these resources. Compliance with this policy is mandatory for all district officials, employees and vendors of Richland School District One.

This policy applies to all information, computer systems and data that is used for official Richland One business regardless of its location. The system also includes, but is not limited to peripheral devices for printing, storing, archiving and duplicating information.

Use of the system carries a limited privacy expectation for all activities and files by all users - both adult and students. Employees should be aware that their personal files are discoverable under the State of South Carolina Freedom of Information Act. Richland One has the right to place restrictions on the material accessed or posted through the system.

Access to and use of the district system is provided as a privilege, not a right. All violations of the Acceptable Use Policy and its associated Administrative Rule will be investigated and will result in one or more of the following consequences:

- Limiting, suspending or canceling use and access to the system
- Applying penalties in accordance with the *Employee Handbook* and *Discipline Code*
- Levying fines and payments for damages, repairs and hardware replacement
- Application of civil or criminal liability under other applicable laws
- Dismissal or expulsion

This policy, administrative rule and its supporting forms are available on the district website, with additional references included in the *Employee Handbook* and the student *Discipline Code*.

INCIDENTAL USE

As a convenience to our users, incidental use of information systems is permitted. The following restrictions apply:

- **Incidental personal use of email, Internet access, fax machines, printers, copiers, etc. is restricted to approved users of the information systems. It does not extend to family members or others acquaintances.**
- **Incidental use must not result in direct costs to RCSC1.**
- **Incidental use must not interfere with the normal performance of an employee's work duties.**
- **No files or documents may be sent or received that may cause legal action against or embarrassment to RCSD1.**
- **Storage of personal email, voice messages, files, and documents must be nominal.**
- **All messages, files, and documents, including personal messages, files, and documents located on RCSD1 resources may be subject to open records requests and may be accessed in accordance with this policy.**

DISCLAIMER OF LIABILITY

The district makes no warranties of any kind, either expressed or implied, that the functions of the services provided by or through the district system will be error-free or without defect. The district will not be liable for the users' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

ACCEPTABLE USES

The information system is limited to educational purposes. The term "educational purpose" includes use of the system for classroom activities, professional or career development. Permitted uses are to:

- Increase district intra-communication, enhance productivity, and assist district employees in upgrading their skills through greater exchange of information with their peers;
- Assist the district in sharing information with the local community, including parents, social service agencies, government agencies, and businesses;
- Involve teachers, instructional support personnel, administrators and community leaders in a continuous dialog and review of matters, materials and applications; and
- Provide student access to electronic information resources and communication tools

When using the Internet for class activities, teachers will select materials that are age-appropriate and relevant to the course objectives.

- Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site.
- Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly so that research correlates with instruction.
- Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Users will subscribe only to high quality discussion group mail lists that are relevant to their educational or professional/career development.

PROHIBITED USES

Employees who violate the terms of the Acceptable Use Policy or otherwise misuse the technology provided, will be subjected to disciplinary action as determined by the district, *Employee Handbook* and application of civil or criminal liability under other applicable laws. Specific prohibitions include:

- Using the system for commercial purposes
- Using the system for political activities
- Posting chain letters or engaging in spamming.
- Attempting to gain unauthorized access to the e-mail system, the district web pages or any other computer system through the network or performing functions that exceed their authorized access including attempting to log in through another person's account or accessing another person's files.
- Making deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
Using the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, or any other activity that violates existing district policies.
- Sharing account information (User ID and/or password) or attempting to log in to another user's account.
- Downloading or installing any unauthorized software or hardware on any system or district device.
- Running any executable files attached to an e-mail message.
- Knowingly use portable data storage devices which contain viruses or in any other way knowingly spread computer viruses.
- Using inappropriate language in public messages, private messages, stored files and material posted on web pages.

- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or gang-related language or symbols
- Posting information that could cause damage or a danger of disruption
- Engaging in personal attacks, including prejudicial or discriminatory remarks
- Harassing another person or using any language in an e-mail that threatens another person, whether it is the recipient of the message or a third party.
- Knowingly or recklessly post false or defamatory information about a person or organization
- Using the district system to access, receive, distribute, or store material that is profane, or obscene, pornographic, or sexually explicit, that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g. hate literature). This includes access through the system and all network peripherals including printers, hard drives, removable disc drives and electronic storage devices.
- Sharing account information (User ID and/or password) or attempting to log in to another user's account. Any sharing of user IDs or password will result in immediate restriction or removal of account privileges.

DUE PROCESS

- The district will cooperate fully with internal, local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the district system. These activities include, but are not limited to accessing, reviewing, uploading, downloading, storing, sharing, and printing, posting or distributing inappropriate materials.
- Employee violations of the district Acceptable Use Policy will be handled in accord with the Richland School District One *Employee Handbook*.
- A district administrator may terminate the account privileges of a guest user named by him/her by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files, without notice to the user.
- Misuse of the information system will result in restrictions being put in place, with the possibility that use of such resources may be temporarily or permanently revoked. The district reserves the right to act upon reports of misuse as it sees fit. This may include immediate restrictions placed on an individual's access to the information system pending further investigation.
- System users have a limited privacy expectation in the contents of their personal files on the district system. The contents of employee e-mail and files are property of the district. District employees should be aware that their personal files are discoverable under the State of South Carolina Freedom of Information Act.
- If routine maintenance and monitoring of the system leads to discovery that the user has violated the district Acceptable Use Policy, or federal or state law, then an individual search will be conducted. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation as outlined in district policy.
- District employees should be aware that their personal files are discoverable under the State of South Carolina Freedom of Information Act.
- E-mail messages and any other electronic files created using Richland County School District One information system and resources or stored on district resources are property of the district.

COPYRIGHT AND PLAGIARISM

- The Copyright Law as referenced in the *Employee Handbook* will govern the use of material accessed through the district system. Plagiarism, which is a copyright violation, is taking the ideas or writings of others and presenting them as if they were original to the user.
- Employees and students will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement.
- Teachers will instruct students to respect and adhere to copyright law and to request permission for use when appropriate. Teachers will instruct students in appropriate research and citation practices.
- Resources created for the district on district system are and will remain the intellectual property of the district.

ADMINISTRATIVE RULE
Acceptable Use Policy of Information Systems

(SECTION B – Students)

STATEMENT OF INTENT

Richland School District One provides an electronic network and Internet access to enhance your educational experiences. Access to electronic and web-based resources is available through classrooms, media centers, computer labs and home computers. Through active learning experiences, students are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network. As a network user, you are required to participate in Acceptable Use Policy training and always follow these important practices.

E-mail accounts are available to students in grades 3-12 unless denied by parents/guardians. All e-mail messages and electronic files created or stored using district resources are property of the district. Policy IJNDB and this Administrative Rule fully outline the district's intent, expectations, users' responsibilities and penalties regarding the network and its associated components.

Compliance with this policy is mandatory and includes access and use of the district information system and all peripheral devices for printing, storing, archiving and duplicating information regardless of location.

Use of the system carries a limited privacy expectation for all activities and files by all users. Parents have the right at any time to request in writing to see the contents of student e-mail and stored files.

Be aware that personal files are discoverable under the State of South Carolina Freedom of Information Act. Richland One has the right to place restrictions on the material accessed or posted through the system.

Access to and use of the district system is provided as a privilege, not a right. All violations of the Acceptable Use Policy and its associated Administrative Rule will be investigated and will result in one or more of the following consequences:

- Limiting, suspending or canceling use and access to the system
- Applying penalties in accordance with the *Discipline Code*
- Levying fines and payments for damages, repairs and hardware replacement
- Application of civil or criminal liability under other applicable laws
- Expulsion

DISCLAIMER OF LIABILITY

The district makes no warranties of any kind, either expressed or implied, that the functions of the services provided by or through the district system will be error-free or without defect. The district will not be liable for the users' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

ACCEPTABLE USES

- Student e-mail is limited to educational purposes. The term "educational purpose" includes classroom activities, career development, completing applications to colleges and universities, and other high-quality discovery activities as determined by the school district. Non-classroom activities, such as using e-mail to communicate with prospective colleges or universities, will at no time take precedence over class work.
- For school-related business, you may download text and other non-executable files attached to e-mail messages. You are encouraged, where possible, to download large files during off-peak hours.
- You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota. Be aware that e-mail may be deleted by system administrators at any time.
- You can subscribe only to high quality discussion group mail lists at the direction of your teacher that are relevant to your education or career development.
- Your right to free speech, as set forth in the "*Discipline Code*" applies also to using e-mail and any other form of online communication. This student e-mail system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not actively seek security problems, but immediately report any potential issues that are found

PROHIBITED USES

Students who violate the terms of the Acceptable Use Policy or otherwise misuse the technology resources provided, will be subjected to disciplinary action for a Level 2 Offense, as outlined in Section IV-I (Other Unlawful Activities) of the Richland One *Discipline Code*. Specific prohibitions include:

- Using e-mail account for commercial purposes or political activities
- Posting chain letters or engaging in spamming
- Using e-mail for personal use, with the exception of contacting a parent/guardian for school-related or emergency purposes
- Posting personal contact information about yourself or other people (name, address, telephone, address)
- Agreeing to meet with someone you have met online without parent's/guardian's approval
- Promptly disclosing to your teacher or other school officials any message received that is inappropriate
- Not attempting to gain unauthorized access to the system or performing unauthorized functions
- Accessing another person's files
- Deliberately attempting to disrupt the information system, destroying data, or spreading viruses
- Engaging in other illegal acts such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person in an intention or joking manner
- Sharing account information, IDs, and passwords with others
- Not downloading or run executable files attached to e-mail or using portable data storage devices which contain viruses or in any other way knowingly spread computer viruses
- Using inappropriate language in public and private messages, stored files and materials on web pages
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or gang-related language or symbols
- Posting information that could damage or a disruption to the system
- Engaging in personal attacks or harassing another person.
- Knowingly or recklessly posting false or defamatory information about another person or organization
- Accessing material that is profane, obscene, pornographic or sexually explicit, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature)
- Reposting a message that was sent to you privately without the author's permission or other activity of the information system that causes a disruption.

ADMINISTRATIVE RULE
Acceptable Use Policy of Information Systems

(SECTION C – Operations and Procedures)

PROCEDURES

District Responsibilities

- The Superintendent or his/her designee will serve as the administrator to oversee the district system.
- The building principal or district department head or his/her designee will serve as local administrator for the district system.
 - The principal/department head may designate a staff member (at the school level, preferably the Information Technology Specialist), to act as coordinator of system use and management.
 - The building/department level coordinator will submit all e-mail account applications to the IT Helpdesk and will maintain a file of e-mail applications.
 - The principal/department head will approve building/department level activities, and will ensure that users receive proper training in the use of the system and the requirements of this policy.
 - The principal will establish a system to ensure adequate supervision and training of students using the system and will maintain a file of Student E-mail Use Agreements.
- The Executive Director of Information Technology will establish a process for setting up employee network and e-mail accounts, set quotas for file storage on the system, and establish file retention and backup schedules, a district virus protection process, and an Internet filtering system that meets Children’s Internet Protection Act (CIPA) requirements. He/she will oversee the administration and maintenance of the district’s network infrastructure and operations, and the district’s management information system).
- The Director of Communications will oversee the design and maintenance of the district web presence. The Technology Leadership Committee will coordinate the selection and purchase of software, hardware and electronic resources.
- The Director of Instructional Technology Services will collect and report usage statistics for these resources. He/she will manage the technology staff development of district employees, school web administrators and teachers in the use of the schools’ web-based communication system and in the use of district online resources.
- The Director of Professional Development will maintain and administer online certification and professional development data.

Parental Notification and Responsibility

- The district will notify parents/guardians about the district network, related safety issues and issues governing its Internet through a general letter to all parents. Parental permission is not required for use of the Internet, but parents will be notified that they have the right to file a Parent/Guardian Denial Form available from the school principal if they do not want their children to have access to Internet resources. A parent/guardian must sign an agreement to allow their child to have an individual e-mail. A parent/guardian may request in writing alternative activities for their child(ren) that do not require Internet access with the understanding that such a request limits student opportunity and academic involvement.
- If a child has been denied access to the Internet by a parent/guardian, then the parent/guardian must communicate to the child that he/she is to be restricted and is to discuss alternative activities with the teacher when instruction requires use of the Internet. It is incumbent upon the student to respect his/her parent’s/guardian’s decision regarding denial to Internet resources.
- A parent/guardian may request in writing at any time the right to see the contents of the child(ren)’s individual e-mail and stored files. Parents/guardians have the right to request in writing the termination of their child(ren)’s individual account at any time.
- The district Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not possible for the district to monitor and enforce a wide range of social values in

student use of the Internet. Further, the district recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district system.

Due Process

- The district will involve law enforcement should illegal activities take place.
- Adult users who mistakenly access inappropriate information or images should immediately report this to the IT HelpDesk. This will initiate proceedings to have sites reviewed.
- The district will provide students and parents/guardians with guidelines for student safety while using the Internet and e-mail. Refer to Guidelines for Student Use of E-mail and Student E-mail Use Agreement.
- In the event there is an allegation that a student has violated the district Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation to be heard in the manner set forth in the Richland County School District One *Discipline Code*.
- Users may download text and other non-executable files attached to e-mail messages or from the Internet for school-related business only. Large files should be downloaded during off-peak hours whenever possible.

E-mail Procedures

- Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota. Response to e-mail should be provided within 48 hours. Be aware that the system administrator may delete e-mail at any time.

Software Licensing and Installation

- All software used on the system is to be acquired through established procurement procedures. Licensing is to be maintained at the site and copies filed with the Office of Instructional Technology Services.
- Installation of software is in accordance with the licensing agreements at the time of purchase.

DISTRICT WEB PAGES

- The district web site is www.richlandone.org. The Office of Communications will maintain the web page.
- Departments will establish web pages that present information about department activities and resources based on district minimum specifications.
- Schools will establish web pages that present information about the school and class activities based on district minimum specifications. The building principal will designate an individual to be responsible for coordinating and managing the school web site, which includes establishment and posting of material to the district web page.
- Teachers will establish class web pages that present information about the school and class activities based on district minimum specifications.
- Student web pages may be created as part of an instructional activity and posted only on the school's secure web intranet. Personal student web pages will not be accepted. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page will not be attributed to the district."
- With the approval of the building principal, extracurricular organizations may post their information as part of the school web page. This information must relate specifically to the organization's activities and be submitted to the faculty sponsor before posting. Organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page will not be attributed to the district."

ADMINISTRATIVE RULE
Acceptable Use Policy of Information Systems

(SECTION D – Definitions)

- Commercial purposes are defined as offering or providing goods or services or purchasing goods or services for personal use.
- **Internet:** Upon signing the district Internet Use Agreement, all district employees, board members, and students will have access to the world wide web through the district's networked computers. The Internet is considered an important research tool for students and employees. Parents may specifically request that their child(ren) not be provided access. However, it should be understood that all activities are curriculum driven and that to deny access is to limit the student's ability to participate in instructional opportunities.
- **Harassment.** Persistently acting in a manner that distresses or annoys another person.
- **Employee Intranet:** All board members and district employees will have access to additional resources through the district Local Area Network (LAN) and Wide Area Network (WAN). Access to resources that include confidential information will be password protected, and the department responsible for the administration of the resource will assign access rights.
- **School Intranets:** Students and school employees will have access to additional resources through the school Local Area Networks (LANs). Access to resources that include confidential information will be password protected, and the department responsible for the administration of the resource will assign access rights.
- **Student E-mail Accounts:** With parental approval, students can be granted access to personal e-mail accounts. An agreement is required, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access. However, it should be understood that all activities are curriculum driven and that to deny access is to limit the student's ability to participate in instructional opportunities. Student e-mail access will not be available from home computers.
- **District Employee E-mail Accounts:** All employees must agree to abide by the district's employee e-mail use agreement in order to initialize the account and to renew that agreement annually.
- **Guest E-mail Accounts.** Guests may receive temporary individual e-mail accounts with the approval of a district administrator if there is a specific, district-related purpose requiring such access. Administrators must submit the name of a guest request to the IT Help Desk. Guest users must agree to abide by the district's employee e-mail use agreement in order to initialize the account and to renew that agreement annually. Use of the system by a guest must be specifically limited to the district-related purpose. A parental signature is required if the guest is a minor.
- **Spamming :** Spamming is sending an unnecessary message to a large number of people.



ACCEPTABLE USE POLICY GUIDELINES FOR STUDENTS

(date)

Richland School District One provides an electronic network and Internet access to enhance your educational experiences. Access to electronic and web-based resources is available through classrooms, media centers, computer labs and home computers. Through active learning experiences, you are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network. As a network user, you are required to participate in Acceptable Use Policy training and always follow these important practices. E-mail accounts are available to students in grades 3-12 unless denied by parents/guardians. All e-mail messages and electronic files created or stored using district resources are property of the district. Policy IJNDB and its Administrative Rule fully outline the district's intent, expectations, users' responsibilities and penalties regarding the network and its associated components.

STUDENT AGREEMENT

In order to take full advantage of these resources, I will:

- Read and abide by all sections of the Richland One Acceptable Use Policy and Administrative Rule Guidelines.
- Use the system for educational purposes only including classrooms activities, career development, college applications and other activities as determined by the district.
- Protect myself by never posting personal contact information or account information (passwords/logins) about myself or others.
- Respect the district network and not attempt to gain unauthorized access to the network, website, Internet or online resources.
- Refrain from destruction and vandalism of the network system and its hardware.
- Notify teachers or administrators of any inappropriate e-mail messages or possible system security problems.
- Refrain from inappropriate, obscene, profane, vulgar, rude, inflammatory, threatening, disrespectful or gang-related language or symbols.
- Use district owned and identified resources and not download or install unauthorized software or executable files.
- Use network and e-mail access responsibly, understanding that it is a privilege and all violations will result in disciplinary measures as outlined in the *Discipline Code*.

PENALTIES FOR IMPROPER USE

Students who violate the terms of the Acceptable Use Policy or otherwise misuse the technology resources provided, will be subjected to disciplinary action for a Level 2 Offense, as outlined in Section IV-I (Other Unlawful Activities) of the Richland One *Discipline Code*.

I understand each of these Acceptable Use Policy guidelines and agree to abide by them and all components of the policy and Administrative Rule.

Student's Name (Print) _____

Student's Signature _____ Date _____



Parent Form for Denial of Student Use of Internet and E-mail Resources

Acceptable Use Policy of Information Systems (IJNDB)-Administrative Rule

(To be filed in the school)

The involved parent or guardian must sign this form before Internet and E-mail use can be denied to a student in Richland County School District One. The form should be submitted to the principal. The site-based coordinator will file the form and provide a copy to the parent. The site-based coordinator will furnish teachers with a list of students who are being denied access to the Internet. The parent through written notification to the school principal may retract the denial. The principal will notify the site-based coordinator of any retraction of denial.

Parent's Name: _____ **Date:** _____

Student's Name: _____

Homeroom Teacher: _____

School: _____ **Principal:** _____

I have read the letter concerning the use of the Internet and E-mail in Richland County School District One. I do not want my child to have access to the Internet. I have talked to my child and he/she understands my wishes. I understand that by denying access to my child, he/she will not be involved in instructional activities that require the use of the Internet. I request that my child be provided with alternative activities. My child understands that he/she also has a responsibility and that his/her teacher cannot be watching every minute. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

Parent Signature: _____ **Date:** _____

Student Signature: _____

Principal Signature: _____ **Date:** _____

- _____ Internet
- _____ E-mail
- _____ Both Internet and E-mail



Employee Agreement for Use of Internet Resources

**Acceptable Use Policy of Information Systems (IJNDB)-Administrative Rule
(To be completed annually and filed at the school)**

School: _____

I have reviewed the policies and procedures for use of the Richland One Information system. I understand that the system includes all hard drives and peripheral devices for printing, storing, archiving and duplicating information. I agree to abide by all rules and regulations for use of the System and also agree to the following:

- I will seek to provide students with the benefits and opportunities of Internet access by developing lessons and activities that make appropriate use of district resources.
- I understand that any students under my direction may not use district Internet or e-mail unless I have provided them with instruction as outlined in the Acceptable Use Policy and any supporting documents.
- I will supervise my students as they use the district' information system and resources and will direct their involvement.
- I will provide AUP instruction for any new students that enter my class.
- I understand that e-mail messages and other electronic files created using Richland County School District One resources or stored on district resources are property of the district

Employee Signature:

Date:

Employee Signature:

Date:



Guest Account Form
Acceptable Use Policy of Information Systems (IJNDB)-Administrative Rule
(To be filed in the school or department with which the person is affiliated)

This form must be completed and signed by the involved parties before an e-mail account will be created for a guest of the district. The school principal or department head must submit this form to the site-based e-mail administrator. Upon creating the guest account, the site-based e-mail administrator will return this form to the school or department with which the user is affiliated and will notify the guest user that the account has been activated and how they may access the e-mail system.

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

I have reviewed the policies and procedures for use of the Richland One Network/Internet/E-mail system and agree to abide by all rules and regulations of the district's Acceptable Use Policy. I also agree to the following:

- I will utilize the system for educational and professional or career development activities only.
- I may download text and other non-executable files attached to e-mail messages or from the Internet for school-related business only. Large files should be downloaded during off-peak hours whenever possible.
- I will check my e-mail frequently, delete unwanted messages promptly, and stay within my e-mail quota. Be aware that the system administrator may delete e-mail at any time.
- I can expect only limited privacy in the contents of any personal files on the district system or created from the system. The contents of my e-mail account are property of the district.
- The District reserves the right to terminate my account at any time. In this event, I will be given the opportunity whenever possible to first remove my personal files. If my account is unused for more than 30 days, it may be terminated and my personal files removed without notice.

The purpose for which this account is provided (use back of sheet if needed):

I agree to limit use of my account to activities related to the above stated purpose.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages any nature arising from my use of, or the inability to use, the district system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Signature: _____

Date: _____

Guest Account authorized by: _____

Signature: _____

School or Department: _____

Date: _____