

# **BROKEN BOW BOARD OF EDUCATION TERMS AND CONDITIONS FOR EMPLOYEE INTERNET ACCESS AND COMPUTER USE**

**Please read the following carefully before signing this document.  
This is a legally binding document.**

Internet access is now available to students and teachers in the Oklahoma public school districts. We are very pleased to bring this access to Oklahoma and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Oklahoma public schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- 1) electronic mail communication with people all over the world.
- 2) information and news.
- 3) public domain and shareware of all types.
- 4) discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics.
- 5) access to many university catalogs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Broken Bow Schools (District) and the Oklahoma State Department of Education have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. **If a District user violates any of these provisions, their access will be terminated and future access could possibly be denied.**

**The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance:**

## **INTERNET ACCESS POLICY**

Internet access is now available to students and teachers in public school districts in Oklahoma. Accessing Internet will allow students and teachers to utilize vast resources of information from many locations, such as NASA, the Library of Congress, colleges and universities, foreign universities, and informational and weather data bases. Access to Internet in the Broken Bow Schools by teachers or students are subject to the following policies:

1. Privileges. The use of Internet is a privilege, not a right, and **inappropriate use will result in a cancellation of those privileges.** Each employee who receives access will participate in a discussion with a faculty member of the District pertaining to the proper use of the network. The system administrators and Administration will deem what is inappropriate use and their decision is final. **The District may deny, revoke, or suspend specific user access.**

2. Acceptable Use. The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

3. Unacceptable Use of the Internet: Use of the Internet must not disrupt the operations of the District's network or the networks of other users. It must not interfere with your productivity. It is **prohibited** to use the District's Internet to:

- a. Post or access any offensive, abusive or slanderous text, graphics, or images;
- b. Access any Chat Rooms
- c. Access any site that contains material that is illegal, offensive or defamatory;
- d. Post photographs without parental consent, and even with consent, no names shall ever be listed;
- e. Post personal addresses or telephone numbers;
- f. For personal use or gain, or commercial purposes. Solicitation of non-education (school) business is strictly prohibited. Performing work related to jobs outside of school employment on school equipment/network is prohibited.

4. Netiquette. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Be polite. Your messages should not be abusive to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Do not reveal your personal last name, address or phone number or the addresses and/or phone numbers of students or colleagues.
- d. Illegal activities (i.e., Chat Rooms, Spamming) are strictly forbidden.
- e. Note that electronic mail (e-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.

- f. Do not use the network in such a way that you would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should not be assumed to be private property.

5. Communications: Each user is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system. Users who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet accounts.

6. Internet Agreement. Users of Internet are subject to any conditions or terms of agreements that may be required by the Oklahoma State Department of Education, the District or NSFNET at any time.

## COMPUTER ACCESS POLICY

1. Software. Software on the District computers and/or network is the property of the District. Copying of software and/or installing software that is not the property of the District is prohibited unless authorized by the District. All software installations will be done through the Technology Department. Any unlicensed software found on any District equipment will be deleted and may result in the user's account being disabled.

2. Hardware. All Hardware (i.e., computer, monitor, printer, TouchIt Board, projector, Chromebook, etc.) is the property of the District and should not be taken from the School premises, at any time, unless authorized to do so by the District. Students are not permitted to use any employee computers or to access any administrative software, unless authorized by the District

3. Security. Security on any computer system is a high priority, especially when the system involves many users. Security updates are performed nightly by the system administrator and require that all District devices be restarted in order to take effect. If you feel you can identify a security problem on the Internet, you must notify the system administrator. Do not demonstrate any problems to other users. Any attempt to create a security problem on the network will result in immediate deactivation of your user account.

4. Network/Computer Access. Each individual who signs this agreement will receive a user name and will be asked to create a password for access to the District's network. **Do not give your user name or password to any other individual. Do not use another individual's account without written permission from the System Administrator. Attempts to log into the Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Network.**

5. Vandalism. **Vandalism will result in cancellation of privileges.** Vandalism is defined as any malicious attempt to harm or destroy hardware, software, data of another user, Internet, District Network, Google Classroom, or any other platforms, websites, agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. **Intentional destruction or theft of property may also result in that individual being held responsible for the cost of repair and/or replacement.**

6. Storage of Data. All data stored on the District's network, Google Drives, hardware, disks, flash drives, or other storage formats, remains the property of the District and is subject to review at any time, without prior notice. Personal pictures, videos, and other data are not to be stored on the District's network or drives.

7. Violations. Any Employee who violates this portion of the policy shall be subject to discipline, up to and including discharge.

## **E-MAIL POLICY**

All E-Mail is the property of the District and there is no right to privacy in E-Mail. All E-Mail may be subject to disclosure under the Open Records Act, subpoena, or court order. The District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the District's E-Mail system for any purpose. The contents of E-Mail properly obtained for legitimate business purposes may be disclosed within the District without the permission of the employee.

1. District E-Mail System. The School District maintains an electronic mail system. This system is provided by the District to assist in the conduct of business within the District and is District property. Additionally, all messages composed, sent, or received on the E-Mail system are and remain the property of the District. They are not the private property of any employee.

2. Acceptable E-Mail Accounts. Employees are issued school e-mail accounts through the District's mail server. Accounts will be the employee's user name @bbisdapp.org. No employee shall give their user name or password to any other individual, or shall they access any other employee's e-mail account without the latter's permission.

3. Unacceptable E-Mail Accounts. Employees are not allowed to use Yahoo, HotMail, or similar e-mail accounts on school equipment. Any employee who is found to be using any e-mail account other than their District e-mail account will be subject to termination of computer access.

4. Confidentiality. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. Notwithstanding the District's right to retrieve and read any electronic mail (e-mail) messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the District.

5. Personal Use. It is permissible to use the District's email system for incidental personal purposes. This does not include uses requiring substantial expenditures of time, uses for profit, or uses that would otherwise violate company policy with regard to employee time commitments or company equipment.

6. Solicitations. The District's E-Mail system may not be used to solicit or advertise for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

7. Offensive Messages. The District's E-Mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
8. Copyrighted Materials. The District's E-Mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
9. Pass Codes. Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. All computer pass codes must be provided to the Technology Coordinator. No pass code may be used that is unknown to the District.
10. Violations. Any employee who discovers a violation of this policy shall notify the Superintendent's Office.
11. Discipline. Any employee who violates this policy or uses the Network/E-Mail system for improper purposes shall be subject to discipline, up to and including discharge.

## **MISCELLANEOUS**

1. Telephones. Each employee has access to the District Phones, either in their work area, or in a common area. Users with voicemail will select their own PIN number, and will be responsible for ensuring the security of this PIN number.
2. The District and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for the services it is providing. The District and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the District of the Oklahoma State Department of Education is at the users' own risk. The District is not responsible for the accuracy or quality of information obtained.
3. Broken Bow Public Schools and each individual user of the Network/Internet will use access codes that attempt to block out any resources that are known to provide information that is offensive, vulgar or pornographic in nature.

**BROKEN BOW BOARD OF EDUCATION  
APPLICATION FOR EMPLOYEE  
INTERNET ACCESS AND COMPUTER USE**

(updated 7/11/22)

This form is to be completed (**all fields must be completed**) and emailed (by the school site) to the System Administrator, original copy maintained at the local school site and another copy sent to the Central Office. The System Administrator will email all usernames/passwords to the site principal upon completion.

User's Full Name (please print): \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_

I am a . . . Broken Bow Public School Teacher (     ) )  
Broken Bow Public School Support Staff (     ) )  
Broken Bow Public School Administrator (     ) )

Site assigned: \_\_\_\_\_

I would like for my password to be : \_\_\_\_\_

\*Password must be at least 8 characters: must include a combination of at least one capital letter, one lowercase letter, one number and special character; may not include spaces or your username - (firstinitiallastname)\*

I understand and will abide by the Terms and Conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

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

*Do not write below this line.*

**Technology Use Only**

- |   |  |
|---|--|
| <input type="checkbox"/> Windows Logon          | <input type="checkbox"/> PowerSchool/SIS credentials |
| <input type="checkbox"/> Google Classroom/Email | (assigned by individual site)                        |
| <input type="checkbox"/> User Groups            |  |
| <input type="checkbox"/> TroubleTrakker         |  |
| <input type="checkbox"/> Microsoft365           |  |