

# CONNEAUT AREA CITY SCHOOL DISTRICT

## STAFF NETWORK AND INTERNET ACCEPTABLE USE POLICY

### AND NETWORK ACCOUNT REQUEST FORM

*(All four (4) pages are required, please be sure to read and sign all sections)*

Use of the Internet is a privilege, not a right. The District's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and or additional correctional steps.

The Conneaut School District has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The district also monitors online activity of students and staff in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes. Staff accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Conneaut School District retains the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the district computers/networks. Messages relating to, or in support of illegal activities will be reported to the appropriate authorities.

I have read and agree to abide by the Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Building and technology administration are responsible for determining what is considered unauthorized or inappropriate use. The administration may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Network and Internet Acceptable Use and Safety Policy and related guidelines, and take such other disciplinary action as is appropriate pursuant to the Code of Conduct.

**Staff Name:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## Account Requester

Below is your request for an account(s) to utilize the Conneaut Area City Schools electronic network. In order to have such an account all applicable acceptable use policies (AUP's) must first be completed and submitted to the director of technology prior to this account request.

Please insure all signatures are completed and an acceptable use policy (AUP) has been reviewed and signed. If you have not read or signed the AUP please visit <http://www.conneautschools.org> navigate using the top menu "School Portal – File Cabinet – Technology – Forms". From this location you will be able to print and fill out the required AUP. We will not create accounts without a signed AUP.

## Network & Email Account Request

**"\*" = Required information. Please be sure to print legibly.**

### 1: \*Building – Circle One

1a: High School, Middle School, Gateway Elementary, Lakeshore Primary, Southeast

1b: If you have a room or office, please specify it here. Room/Office Number: \_\_\_\_\_

### 2: \*Classification – Circle One

District Administrator, Staff Administrator, Certified Staff, Classified Staff, Contractor, Exempt,  
Student

### 3: \*Department – Circle One

Administration, Administration Assistant, Athletics, Clerical, Curriculum, Food Service, Guidance,  
Health, Library, Maintenance, Paraprofessional, Reading First, Special Services, Teaching Staff,  
Technology, Transportation, Treasury

4: \*Full Name: \_\_\_\_\_

5: \*Requested Password: \_\_\_\_\_  
*(Minimum password length of 4 characters accepted, alpha numeric preferred)*

## Memo of Understanding

By filling out this account request you will be bound to the acceptable use policy that is in place in the Conneaut Area City Schools.

- Violation of this policy can be terms for correction or dismissal.
- Account information should not be shared with anyone for any reason.
- Access to district computer systems is a privilege, not a right.
- All information on the districts network is property of the district.
- Students are not at this time given access to district email.

## Novell & Email Login Information

Further information about how to login into your Novell account can be found via the Conneaut Schools website. Navigate to <http://www.conneautschools.org> and make the following selections. "School Portal – File Cabinet – Technology – How To".

Novell accounts will always be your first initial and last name. i.e. "jdoe"

Email accounts will always be your first initial and last name i.e. [jdoe@cacsk12.org](mailto:jdoe@cacsk12.org)

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Account Requester: I have read and signed the acceptable use policy pertaining to electronic communication in our district. By signing this form I am requesting to have an account in the Conneaut Schools electronic network, and agree to all policies that govern such use.*

**Send this entire form via inner school mail to the attention of the Director of Technology.  
Technology Department - 400 Mill St. Suite A - Conneaut, Ohio 44030**