

JCPSNet Employee Acceptable Use Policy

Jefferson County Public Schools (JCPS) offers employees access to electronic mail and the Internet. This service, called JCPSNet, is provided to assist employees in carrying out the educational business of Jefferson County Public Schools, conducting research, and communicating with others in regard to school work. Along with this access comes the availability of materials that may not be considered appropriate for use in the workplace. Because it is impossible to control all materials available through the global network, each employee is ultimately responsible for observing the JCPS standards outlined below, as well as other applicable school and district rules for behavior and communications.

Access is a privilege, not a right.

Access to this shared resource is given to employees who agree to utilize JCPS-Net to support the educational business of JCPS and to act in a considerate and responsible manner.

Employees will:

- use the network for the educational business of JCPS such as conducting research and communicating with others in regard to school business;
- and, use appropriate language, avoiding swearing, vulgarities, or abusive language.

Employees will NOT:

- transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials; use JCPSNet for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- break into/attempt to break into another computer network;
- damage/attempt to damage, move, or remove software, hardware or files;
- use unauthorized multi-user games;
- send or forward chain letters;
- use unauthorized software products (such as PointCast) which adversely affect network performance;
- create or share computer viruses;
- share access to their JCPSNet account, or use another person's account; or,
- maliciously attempt to harm or destroy data of another user.
- use network resources to disrupt the efficient operation and/or educational programs of the Jefferson County Public Schools.
- JCPSNet communications are not private, and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed above will result in a loss of access to JCPSNet, and may result in other disciplinary or legal action. Use of public property for personal gain is a felony. Violators may be subject to prosecution.

JCPSNet Employee Acceptable Use Policy User Agreement Form

Please complete this section to indicate that you agree with the terms and conditions outlined in the JCPSNet Employee Acceptable Use Policy. Return this portion to your supervisor, who is required to maintain a copy on file. Your signature is required before access to JCPSNet services is granted. As an employee of the Jefferson County Public Schools and as a user of the district computer network, I have read and hereby agree to comply with the JCPSNet Acceptable Use Policy.

Signature: _____ Date: _____

Full Name (please print): _____ Work Location: _____