

Security Awareness and Network Usage – Hardee County School Board

This Agreement is between the Hardee County School Board and

_____.(You) location _____

The following are the conditions under which You accept the provision of network access for your use from the District. This Agreement initiates upon your access of the Hardee School District wide area network or any of its components. The District reserves the right to restrict or cancel your access to the network if you, or are unable to, for any reason, fulfil the requirements of this Agreement.

Under this Agreement the District will:

1. Provide computer network capabilities both hardware and software for your use while You are a teacher, school related person (when applicable) administrator with Hardee County School Board. The network is to be used for work use and to be used for educational purposes, only.
2. Have an expectation that You will abide by the District's Acceptable Use Procedure.

Under this Agreement You will:

1. Use the technology network for the purposes it was provided and abide by the District's Acceptable Use Procedure.
2. Also agree to the following password procedures:
 - Every user shall have a Password.
 - The password shall be at least six to eight characters in length and contain both letters and numbers.
 - The user password change will be required after 30 days for administrative staff including all those using McAleer or Genesis software.
 - The password change will be required after 60 days for teachers and tutors
 - Each password will need to be unique, with no password being reused.
 - The user will be notified at login that their password needs to be changed.
 - If the password is not changed within 3 logins, the user account will be locked.

Normal Password Usage:

1. Users will be given three attempts to input the correct password.
2. When the attempt threshold is passed the user's account will be locked.
3. Never post your computer or network password on your computer screen, near your computer or share it with anyone else.

I am familiar with the provisions of the Hardee County School Board Technology Use Agreement and in accordance with that policy I agree to:

- ✓ use the network in a responsible manner and not permit uses by anyone who is not authorized to do so. This includes family members.
- ✓ use the network for school related activities
- ✓ avoid engaging in any unreasonable activity, including any that:
 - ✓ affects the ability of others staff to meet their obligations to the school
 - ✓ is for personal profit
 - ✓ is for political reasons
 - ✓ brings the school or district into disrepute
 - ✓ causes harassment or offence to others
 - ✓ incurs unreasonable cost
 - ✓ breaches state or federal laws

- ✓ overloads shared systems by sending or receiving excessive amounts of material.
- ✓ observe high ethical standards in network use and not access or store any information, files or software that do not meet such high ethical standards. Inappropriate material includes, but is not limited to, objectionable material, viruses, virus hoaxes, chain letters.
- ✓ use the internet and email in an appropriate manner and avoid use that would be considered misconduct. This includes:
 - accessing material of an objectionable nature, such as pornographic images
 - carrying out gambling or trading activity
 - disseminating material of an objectionable or defamatory nature
 - 'hacking' or carrying out malicious attacks on electronic systems, including deliberately introducing a virus
 - any activity that would constitute breaking any school policy
 - using another teacher's email account to send messages, or using false identification on any internet service
 - any activity that would be considered harassment, including sending offensive material and repeated unsolicited email.
- ✓ respect the copyright on software, music, images, text, etc., by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto your laptop.

ACCEPTANCE OF CONDITIONS

<hr style="width: 25%; margin: 0 auto;"/> <i>(signature)</i>	<hr style="width: 25%; margin: 0 auto;"/> <i>(date)</i>
<p>accepts the conditions, as outlined in the Network Security Awareness and Network Usage Agreement, for provision of a computer network by the Hardee County School Board.</p>	