



ACCEPTABLE USE AGREEMENT

Employee's Name (PLEASE PRINT): _____

School/Primary Work Site: _____

Employee Number (IF KNOWN): _____

The computer networks and Internet connections established by the Upper Canada District School Board are solely for the educational and administrative use by its staff and students and are property of the Upper Canada District School Board.

This agreement covers an employee's educational and administrative use of computers, network services and Internet services provided by the Upper Canada District School Board.

The use of computers, network services and Internet services is a **privilege, not a right**. This privilege involves responsibilities and can be revoked.

Violations of this agreement include:

- The employee is responsible for his/her Internet account and for any use made of that account. The employee must not allow another person to use his/her Internet account under any circumstances.
- The employee must not at any time do harm to another person or equipment. This includes vandalism and the knowing propagation of computer viruses.
- The employee shall not attempt to gain unauthorized access to any computer system, network, data resources or programs. If the user notices any security weaknesses or suspects anyone of tampering with system security, he/she must notify his/her supervisor immediately as well as notifying Information Technology Services.
- The employee shall not create, access or distribute any materials that are obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous.
- The employee shall use the network access only for educational or administrative purposes. Commercial (e.g. for profit) and frivolous (e.g. game playing, chain letters, chatting) use of the network is not permitted.
- Employees must safeguard their personal information on the network and the employee will keep his/her password(s) confidential and will report to the immediate supervisor if he/she suspects another person has access to his/her password.
- The employee shall respect the copyright and intellectual property of all materials found on the network. The employee is responsible for assessing whether or not a program or information is copyrighted material.
- The use of pirated software is not permitted.
- Unauthorized installation of software is not permitted.

The immediate supervisor, along with management staff from Information Technology Services, will be the judge of all violations. Violations will result in one or more of the following:

- Review of computer and Internet usage
- Loss of privileges for a period of time - one day to permanently
- Penalty under Federal, Provincial or Municipal Laws

I understand and agree to follow all the terms and conditions of the Acceptable Use Agreement.

Signatures:

Employee

Date

Immediate Supervisor or Designate

Date