

# Staff CARDINet Use Policy

Please read the following *policy carefully before using the CARDINet Internet/World Wide Web access network.*

Internet access is now available to students and staff in the Big Rapids School District via CARDINet. We are pleased to bring CARDINet to Big Rapids Public Schools (BRPS) and believe it offers vast, diverse, and unique resources to students, *staff, and other authorized users*. Our goal in providing this service to *staff and others* is to promote educational excellence in our district by facilitating resource sharing, innovation, and communication.

CARDINet is an electronic network that accesses the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, *staff, and other authorized users* have access to:

- A Web browser to research information available across the Internet.
- Electronic mail communication with people all over the world.
- Discussion groups on many subjects.
- Access to University Library Catalogs, the Library of Congress.

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. BRPS continues to take appropriate precautions, which are limited, to restrict access to controversial materials. However, on a global network it is impossible to control access to all materials and an industrious user may discover controversial information. We firmly believe that the value of the information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this service.

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 assume. In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his or her account with CARDINet will be terminated *and/or possible action consistent with district policies and/or employee agreements may be taken*. Future access could also be denied

## CARDINet - Terms and Conditions

- 1) **Acceptable Use** - The purpose of CARDINet, which is the BRPS 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 individual research and collaborative work. The use of your account must be in support of education and consistent with the educational objectives *and policies* of the Big Rapids Public School District. **No personal or business use is permitted on any school computers.** Use of other organization's networks 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 commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
- 2) **Privileges** - The use of CARDINet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges *and/or possible action consistent with district policies and/or employee agreements may be taken.* Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration of BRPS may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3) **Netiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Be polite. Do not write or send abusive messages to others.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Do not reveal your personal address or phone numbers or those of other colleagues.
  - **Note that electronic mail (e-mail) and internet services are not guaranteed to be private. System administrators have access to all mail, incoming internet information, and monitor traffic on the network for various purposes.** Messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions).
  - All communications and information accessible via the network should be assumed to be **public** property and/or the joint intellectual property of BRPS and the individual user.
- 4) **Reliability** - CARDINet makes no warranties of any kind, whether expressed or implied, for the service it is providing. CARDINet will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by CARDINet's negligence or your errors or omissions. Use of any information obtained via CARDINet is at your own risk. CARDINet specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 5) **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on CARDINet, you must notify a system administrator or e-mail postmaster@cardinal.brps.k12.mi.us. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to log in to the system as a system administrator or any other user 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 CARDINet.

- 6) **Vandalism** - Vandalism will result in cancellation of privileges, *possible action consistent with district policies and/or employee agreements*, and possible criminal prosecution. Vandalism is defined as any malicious attempt to harm or destroy school hardware, software, or data of another user, CARDINet, or any other networks that are connected to CARDINet or the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7) **Updating Your User Information** - CARDINet may occasionally require new registration and account information from you to continue the service. You must notify CARDINet of any changes in your account information (address, etc.).
- 8) **Exception of Terms and Conditions** - All terms and conditions as stated in this document are applicable to the Big Rapids Public School District. These terms and conditions reflect the entire policy for CARDINet use and supercedes all prior oral or written policies related to use of the internet and the World Wide Web. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Michigan, United States of America. Any Big Rapids Public School District staff member may apply for an Internet Account. To do so you must complete a contract/application. Return the contract to your immediate supervisor.
- 9) **Orientation** - All users must complete a one hour CARDINet orientation with a Tech Links staff person.

# Staff CARDINet Use Agreement and Account Application

**Directions:** After reading the CARDINet Use Policy (available in the Staff Handbook, from your office, or from the Technology Resource Center - TRC) please fill out the following agreement completely and legibly. It must be signed. Please return it to your immediate supervisor. You will receive a copy of this agreement and your user ID upon completion of a one hour new user orientation (offered at frequent intervals - check with the TRC for available sessions).

Full Name (please print): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School/work site \_\_\_\_\_

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

\_\_\_\_\_

School Phone (Centrex or number) \_\_\_\_\_ Home Phone: \_\_\_\_\_

I have read the CARDINet Use Policy. I understand and will abide by the stated Terms and Conditions for CARDINet. I further understand that violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation I understand that my access privileges may be revoked, possible other action consistent with district policies and/or employee agreements may be taken, and/or I may be subject to appropriate legal action.

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

**After signing, please turn this in to your immediate supervisor**

**Administrative Authorization:** I have discussed this use of Cardinet with this person and authorize issuing her/him a user ID.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Administrator: - please sign and send to the Big Rapids Technology Resource Center (TRC)**

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For use by the Tech Links Staff

User ID \_\_\_\_\_ Email address: \_\_\_\_ (user ID) \_\_\_\_@brps.k12.mi.us

Issued by \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Notice:** Tech Links staff will assign your user ID which becomes the prefix for your Email address. You will establish your own password for your account when you log on at your new user orientation.