

Attachment A – Administration, Faculty & Staff User Agreement

Williamsburg Board Of Education

Internet & Electronic Communication / Messaging System

As an employee of the Williamsburg Independent School District, I hereby agree to comply with the Internet and Electronic Communication / Messaging rules and guidelines as outlined in the WISD Acceptable Use Policies and Procedures. I have read and understand the district's AUPs.

Employees shall refrain from:

- "Spamming", sending chain letters or wasting limited resources
- Trespassing/unlawfully attempting to access (or probe) knowingly or willingly beyond what is required by assignments of job duties or responsibilities to other areas of stored data (Class C Felony KRS 434.840-434.860)
- Using or disclosing others' passwords
- Using profane or abusive language
- Utilizing the network environment for personal gain or commercial use
- Using the network resources for political lobbying (Board Policy #03.1324, 03.2324, KRS 161.164, 161.990, OAG 63-572, 72-700, 92-145)
- Participating in the use of inappropriate language or accessing pornographic material
- Any other illegal activities as defined by our AUPs, KETS, local, state and federal laws
- Installing unauthorized software
- Maliciously defacing or destroying data, equipment or other resources (Class D Felony KRS 512.020)
- Using or installing unauthorized media (diskettes, software programs, etc.) on the school district's computer equipment.

Microsoft Outlook Live e-mail Services

The Outlook Live e-mail solution is provided to you by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your rights to use the Outlook Live e-mail service and other Live@edu services as the Kentucky Department of Education may provide over time, are

Microsoft Outlook Live e-mail Services (continued)

subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures.

You also understand that the Windows Live ID provided to you can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft’s standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement.

Other legal references:

Board Policy #08.2323, KETS-Ky Education Technology System, KRS 156.675, 47.U.S.C§ 254, 701 KAR 5:120

Personal files and emails may be subject to the state’s public records laws. KRS 61.870, 61.884, 171.410-170.720

As an employee of the Williamsburg Board of Education, I understand that I will be held accountable for my actions. Furthermore, a violation of any rule, regulation stated or implied in the Acceptable Use Policy or defined policies may result in loss of computer access and/or other legal action or disciplinary measures as deemed necessary by the Williamsburg Board of Education.

Employee’s Signature

Date