

Appendix C - Staff Acceptable Use Policy

TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS
Internet and Electronic Mail
Employee Permission Form

The Township of Franklin Public School District is pleased to offer employees access to the Internet and electronic mail for educational purposes. The employee is required to read the guidelines and sign this form before he/she can use the Internet or e-mail. Please return this form to your immediate supervisor.

Guidelines to follow to prevent loss of Internet and e-mail privileges:

1. I will not give out personal information.
2. I will use the Internet and e-mail for educational purposes only.
3. I will inform my immediate supervisor if I come across any information that makes me feel uncomfortable.
4. I will not use a "chat room".
5. I will not send e-mail that in any way would make someone uncomfortable. If someone sends me e-mail that makes me uncomfortable I will notify my immediate supervisor.
6. I will treat the computers and other equipment carefully.
7. I will respect the rights of others by only using my own files, or disks. I will not change, delete or move anything that belongs to another person.
8. Privacy is important. I will respect this privacy by not sharing my password. I will respect others privacy by not trying to find out someone else's password.
9. I will not use the system to purchase goods or services.

Employee's Name _____ Building _____

I have read the rules for using the Internet and e-mail and I agree to follow these rules. I know if I don't follow these rules I will lose my Internet and e-mail privileges and I may be subject to other disciplinary measures as determined by the Administration.

Employee's Signature _____ Date _____