



ACCEPTABLE USE AGREEMENT FOR INTERNET AND OTHER ELECTRONIC RESOURCES

The Early Learning Coalition of Pasco and Hernando Counties, Inc. (hereafter the “Coalition”) recognizes the value of computer and other electronic resources to improve employee development and enhance the administration and operation of its sites. To this end, the Coalition encourages the responsible use of computers, computer networks, including the Internet, and other electronic resources in support of the Coalition’s mission and goals.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to employees is impossible to control. Therefore, the Coalition adopts this policy governing the use of electronic resources and the Internet to provide guidance to individuals and groups obtaining access to these resources on Coalition owned equipment.

RIGHTS AND RESPONSIBILITIES

It is the policy of the Coalition to maintain an environment that promotes ethical and responsible conduct in all online network activities by employees. It shall be a violation of this policy for any employee or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Coalition recognizes its legal and ethical obligation to protect the well-being of employees. To this end, the Coalition retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Coalition owned equipment and, specifically, to exclude those who do not abide by the Coalition Acceptable Use Policy or other policies governing the use of site facilities, equipment, and materials. The Coalition reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train employees in acceptable use and policies governing online communications.

EMPLOYEE RESPONSIBILITIES

1. Employees with supervisory responsibilities or otherwise have occasion to observe employee use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Coalition.

USER RESPONSIBILITIES

Use of the electronic media provided by the Coalition is a privilege that offers valuable information and resources. Where it is available, this resource is offered to employees and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all provisions of this policy.

ACCEPTABLE USE

1. Use of the Internet should be in support of educational and/or research objectives consistent with the mission and objectives of the Coalition; with limited personal use
2. Proper codes of conduct in electronic communication must be used
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network is Coalition property.
5. Subscriptions to newsletters, mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for employees.
6. Exemplary behavior will be exhibited on the network as a representative of the Coalition.
7. From time to time, the Coalition may make determinations on whether specific uses of the network are consistent with the acceptable use practice. Should any employee have any questions as to what is acceptable, these questions should be directed to the Operations Manager.

UNACCEPTABLE USE

1. Providing personal information about self or another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business may be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others.

- Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
 8. Harassment, discriminatory remarks, chain letters and other offensive comments or behavior are prohibited.
 9. Unauthorized installation of any software, including shareware and freeware, for use on Coalition computers is prohibited.
 10. Use of the network to access pornographic material, inappropriate text files (as determined by the system administrator or Executive Director), or files dangerous to the integrity of the local area network, is prohibited.
 11. The Coalition network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Coalition or for transfer to a user's home computer, personal computer, or other device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Coalition.
 12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
 13. Use of the network for any unlawful purpose is prohibited.
 14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
 15. Playing games is prohibited.
 16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator or Executive Director.

DISCLAIMER

1. The Coalition cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages or communications sent and received, and may also review any files stored on the Coalition's computer system. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Coalition will not be responsible for any damages employees or staff may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at the user's risk.
4. The Coalition makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs

- or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The Coalition reserves the right to change its policies and rules at any time.

EMPLOYEE INFORMATION AND TECHNOLOGY SECURITY AGREEMENT

I acknowledge that the Coalition information and technology security policies, guidelines, and procedures have been made available to me for review and acknowledgement. I also certify that I have been given the opportunity to have questions about my responsibilities addressed. I am aware that I am accountable for information and technology security procedures as they govern the acceptable performance of my position. I understand that failure to abide by all policies, guidelines, and procedures can result in organizational, civil, or criminal action and/or the termination of my employment.

Signature: _____ Printed Name: _____

Date: ____/____/____

1st Reading: March 24, 2010

Approved by Board of Directors: May 27, 2010

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