

# Internet and E-mail Use Agreement



## District Staff and Other District Personnel

Access to the school district computer system and to e-mail and the internet through that system enable employees and other district personnel to perform the duties of their position and to meet their professional and career development needs.

**By my signature below,** I acknowledge that I have been given the opportunity to read and understand MPS Policy 6415 and Regulations 6415 A –D, and that I understand the following:

- Use of the system is to further educational and personal goals consistent with the mission of the District and its policies. There is an expectation that I will use available technology to perform the duties of my position, including, but not limited to: use of the on-line employee self-service portal, the computerized purchasing and contracting systems, e-mail, teaching support equipment, computer based assessments and the like.
- The district computer system has a limited educational purpose, and not all computer uses which may be acceptable on a personal computer system are acceptable on the District system.
- Use of the District computer system is a privilege, not a right, and misuse of the system will subject the actor to discipline pursuant to the terms of the contract or collective bargaining agreement to or of which the employee or other personnel is a party or beneficiary. Discipline, depending on the nature, degree and number of violations may include suspension or cancellation of use or access privileges, payment for damages or repair, suspension from employment, termination from employment and referral to civil or criminal law authorities for prosecution.
- Use of the School District Computer System including access to the Internet is at the user's own risk. The system is provided on an "as is, as available" basis. Minneapolis Public Schools shall not be responsible for the accuracy or quality of any advice or information obtained through or stored on the district system. Minneapolis Public Schools will not be responsible for any financial obligations arising through unauthorized use of the district's system or the Internet. Minneapolis Public Schools will not be responsible for any damage users may suffer, including, but not limited to:
  - loss, damage or unavailability of data stored on diskettes, hard drives or servers; or
  - delays or changes in or interruptions of service;
  - misdeliveries or nondeliveries of information or materials, regardless of the cause.
- All files, including internet history logs and e-mail messages created on or stored on District computers or servers are the property of the Minneapolis Public Schools, and may be subject to review at any time and without prior notice.
- Computer security is part of my responsibility as an employee or other district personnel, as is data security and I will follow all District policies related to data and computer access security.

Date: \_\_\_\_\_ Employee Signature \_\_\_\_\_ Employee ID No. \_\_\_\_\_

For Staff Use:

Date Received: \_\_\_\_\_ Employee Position: \_\_\_\_\_ Employee Location/Department \_\_\_\_\_

Instructions: