



Employee Computer and Internet Use Agreement

****Please read the following agreement and keep this page for your information.****
Please complete and return the signature page for computer access.

The Montrose County School District RE-1J (MCSD RE-1J) agrees to allow the employee identified above ("Employee") to use the district's technology to access the Internet under the following terms and conditions:

1. **Conditional Privilege:** The Employee's use of the district's access to the Internet is a privilege, not a right, and conditioned on the Employee's abiding by this agreement.
2. **Acceptable Use:** The use of an assigned account must be in support of education, business, and research and/or within the educational, professional or personal employment goals, roles, responsibilities and objectives of the MCSD RE-1J. Each user is responsible for this provision when using the District electronic information resources. Employees also have the responsibility to monitor all material accessed or received via the system during their usage and supervision of students. MCSD RE-1J has a filtering system in place and in most, but not all, instances of use will block content that is inappropriate, illegal, or against district policy.

Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; material protected by trade secrets; the design or detailed information pertaining to explosive devices; criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; inappropriate language; use of product advertisement, or political lobbying.

Any employee who "publishes" on the Internet must abide by the approved publishing procedures and district guidelines, which include informing and involving the organization administrator in the publishing process. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the MCSD RE-1J are forbidden.

It is against board policy and Colorado state law to disclose personal information, such as home address, phone numbers, passwords, credit card numbers or social security number; this also applies to others' personal information or that of the organization. Additionally, students must not be on the "opt out" list if their image or name is to be posted.
3. **Penalties for Improper Use:** If the Employee violates this agreement and misuses the Internet, the Employee shall be subject to disciplinary action up to and including termination.
4. **"Misuse of the District's access to the Internet" includes, but is not limited to the following:**
 - a. Using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
 - b. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - c. Posting anonymous messages on the system;
 - d. Using encryption software;
 - e. Wasteful use of limited resources provided by the school including paper;
 - f. Causing congestion of the network through lengthy downloads of files;
 - g. Vandalizing data of another user;
 - h. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - i. Gaining or attempting to gain unauthorized access to resources or files;
 - j. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - k. Using the network for financial or commercial gain without district permission;
 - l. Theft or vandalism of data, equipment, or intellectual property;
 - m. Invading the privacy of individuals;
 - n. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - o. Introducing a virus to, or otherwise improperly tampering with, the system;
 - p. Degrading or disrupting equipment or system performance;
 - q. Creating a web page or associating a web page with the school or school district without proper authorization;
 - r. Attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
 - s. Providing access to the District's Internet Access to unauthorized individuals;
 - t. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
 - u. Making unauthorized copies of computer software;
 - v. Personal use of computers during instructional time;
 - w. Installing software on district computers without prior approval of technology director or his/her designee.
5. **Liability for debts:** Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.
6. **No Expectation of Privacy:** The Employee signing below agrees that in using the Internet through the District's access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the District's Internet Access and may also examine all system activities the Employee participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system.

MCSd RE-1J Employee Computer/Email Login Information



1. **Computer (on-site network access) and Outlook (email) username and default password:**

Example: Jane Doe

- **Username:** jane.doe (fullfirstname.fulllastname)
- **Password:** Pass.Word (default: Pass.Word - change after first login)

You will be prompted to change your password upon first login – This will change your password for Outlook, web-based email and iVisions access as well as your computer!

2. **Email address:** *firstnameinitialfulllastname@mcsd.k12.co.us*

Example: Jane Doe

- *jdoe@mcsd.k12.co.us*

3. **Web-based (off-site) email username and default password:** <http://www.mcsd.org>

Go under “Staff” to “Outlook **Email** Web” and login.

Example: Jane Doe

- **Username:** mcsdd\jane.doe (mcsdd\fullfirstname.fulllastname) BACK SLASH – NOT FORWARD SLASH!
- **Password:** Pass.Word (default: Pass.Word)

Remember: The password for web-based email will change automatically to your computer access and Outlook password! They will ALL have the SAME password!

4. **Infinite Campus (online grade book and student information):** <http://www.mcsd.org>

Go under “Staff” to “**Infinite Campus** Login” and login.

Example: Jane Doe

- **Username:** jane.doe (fullfirstname.fulllastname)
- **Password:** Pass.Word (default: Pass.Word – change after first login)

5. **iVisions (individual employee payroll and benefit information):** <http://192.168.15.31/ivisions>

Go to right of page and “Login”.

Example: Jane Doe

- **Username:** mcsdd\jane.doe (mcsdd\fullfirstname.fulllastname) BACK SLASH – NOT FORWARD SLASH!
- **Password:** Pass.Word (default: Pass.Word)

Remember: The password for iVisions will change automatically to your computer access and Outlook password! They will ALL have the SAME password!

6. **Technology Help Desk:** <http://www.mcsd.org>

Go under “Staff” to “**IT Help** Desk” and then “Help Desk” button and login.

Example: Jane Doe

- Email Address: *jdoe@mcsd.k12.co.us* (firstnameinitialfulllastname@mcsd.k12.co.us)
- Do not enter a password at this point! Click “Logon”.
- Create your profile and a password and use new password for future logins
- Enter your help desk ticket

IMPORTANT: You must enter a Help Desk ticket in order for the technology department to assist you!

7. **School Weblockers (teacher course management/classroom blog and online storage – will replace Z drives):**

<http://mcsd.schoolweblockers.com>

Example: Jane Doe

- **Username:** jane.doe (fullfirstname.fulllastname)
- **Password:** Pass.Word (default: Pass.Word - change after first login)

You should change your password in first information screen. There is a listing of items in the training directory that will give you instructions regarding weblockers.

8. **StarOffice (off-site software suite):** <http://www.sun.com/products-n-solutions/edu/solutions/staroffice.html#Education>

- Go down the page to “How to Get StarOffice 8 – Individuals” and then “Worldwide free downloads” and download program.
- Choose “English” as language, check the “Software License Agreement” box and then click “Register Now” button.
- Complete information and submit. Enter school email address as username and choose a password.

9. **Information Department Webpage:** <http://www.mcsd.org> (IT Help Desk) or <http://it.mcsd.org>

BOOKMARK AS A FAVORITE! THIS SITE WILL ANSWER MANY OF YOUR CURRENT AND FUTURE QUESTIONS!

- **Network Status** (Answers your questions re: Is the network, internet, servers, and/or infinite campus down?)
- **Help Desk access** (Put in your help desk ticket here so that you can be assisted)
- **FAQ** (frequently asked questions) such as:
 - How do I change my Password?
 - How do I change my default printer?
 - My Z-Drive has disappeared, what do I do?
 - How do I use a flash drive?
 - How do I troubleshoot my speakers?
 - How do I troubleshoot my phone?
 - How do I get the District News, Specific Site News and/or Technology Department folders on my Outlook Today homepage?
- **Policies**
 - Student Technology Use Agreement
 - Technology Purchasing Policy
- **Instructions**
 - Microsoft Outlook
 - Outlook - Viewing Address Book/Calendar & Dist. List Setup
 - Microsoft Excel
 - Microsoft Publisher
 - Microsoft Word Mail Merge
 - Internet Explorer 7.0
 - Web-Based Outlook Email
 - School Weblockers
 - Download StarOffice
 - Donated Computer Policy



Employee Computer and Internet Use Agreement

Employee Name (please print) _____
Last Name: First Name: Middle Name:

Position _____ Building _____

I have read the Employee Computer and Internet Use Agreement information. I am familiar with its contents. I agree to abide by these guidelines. I understand that use of the school network, including e-mails, may be monitored.

Employee Signature: _____ Date: _____

***For computer and Internet access,
Please turn in the signed agreement before leaving today.***

Thank you!