

Marshall County School District Certified and Classified Staff
Access to Networked Information Resources
Consent Form

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide instructional staff with training in the proper and effective use of telecommunications and electronic mail.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

The Board directs the Superintendent to specify those behaviors that are permitted and those that are not permitted, as well as appropriate procedures to guide employee use. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

Violations are outlined in Board policy and procedures on faculty rights and responsibilities, copies of which are available in school offices. Violations may result in loss of access for a specified time as well as other disciplinary or legal action. The entire Marshall County Public Schools Acceptable Use Policy is posted on the District website <http://www.marshall.kyschools.us/techno/acceptableuse.htm>. A copy may also be obtained from the Marshall County Schools Central Office.

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 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 also 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. Before you can use these Microsoft services, you must accept the Windows Live Service Agreement.

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- As an employee of the Marshall County Board of Education, I agree with the above and the conditions stated in the Marshall County School District Acceptable Use Policy for school access of Internet and electronic mail.
 - The Marshall County School District does not provide commercial software programs for use at home.
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Signature of Faculty/Staff

Date/School