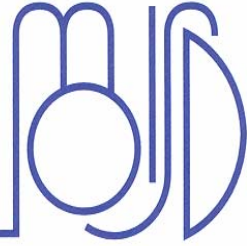


Mecosta-Osceola Intermediate School District

15760 190th Avenue, Big Rapids, Michigan 49307-9096
Phone: 231-796-3543



MOISD Network Staff Acceptable Use Agreement

Mecosta-Osceola Intermediate School District Board of Administrative Guideline #8170 addresses student and staff use of the MOISD network. The MOISD network is defined as access to the Internet, email, file storage, printing/copying resources and telephone system. This network is a resource, much like a bookstore, with many kinds of information available. The purpose of Administrative Guideline #8170 is to delineate acceptable uses of this network and set forth guidelines for wise use. Staff members are encouraged to read the full Administrative Guideline #8170 which is available in any MOISD office and on the web at www.moisd.org/Docs/Misc/8170.pdf.

In general, the MOISD network is provided as a tool for education. It may **not** be used for personal gain or in any way that embarrasses, harms, or detracts from the good reputation of the MOISD. Staff members must also comply with copyright laws.

The MOISD Internet, email, network storage and phone systems should not be considered private. Administrators of the system actively monitor each user's activity.

Please fill out and sign this form, and return it to your supervisor. After receipt of a properly filled out and signed agreement, the staff member will be given access to their individual account.

When choosing a password you must use at least five characters. They may be any letter or number or a combination of both. It is a bad idea to use something as easily guessed as a birth date, name or license plate. If another person obtains your password and uses it to violate the district's Administrative Guideline #8170, you will be held responsible.

Staff members are hereby warned not to share passwords or provide names, addresses, or phone numbers over the Internet. Staff members are also hereby warned not to attempt to access Internet sites that may have obscene, pornographic or violent content.

Our policy is to have users sign this agreement. If a staff member violates the district's policy, disciplinary action, including suspension of privileges, will be taken.

I have reviewed this agreement and will abide by the MOISD Administrative Guideline 8170 regarding MOISD network use.

Position and Location

Staff Name (please print)

Staff Signature

Date

Do Not Write In The Box Below – For Office Use Only

Account Login Name _____

Email Address _____@moisd.org