

Colorado Springs School District 11

Acceptable Use of IT Resources Agreement for Vendors/Community

Use of the District's Electronic Communication and Access Resources (hereafter referred to as "District resources") must include adherence to established standards of proper conduct and obtaining permission BEFORE utilizing these resources. In general this requires efficient, ethical and legal utilization of District resources. Vendor's individual employees and community members must each sign an agreement, indicating their intent to abide by all Acceptable Use Agreement restrictions. Violation of this Agreement will result in access being denied and grounds for termination of your District contract/agreement.

CONTRACT# (VENDOR): _____ Start Date: _____ End Date: _____

District Contact Name: _____ Phone: _____ Email: _____

District Network, Intranet, Internet Use:

- Use of District resources must be supportive of education and administrative objectives, and be consistent with the terms and conditions of your District contract/agreement. Use for other business related work is prohibited.
- Users may not use District resources to conduct personal business or to harass any person on the basis of race, color, sex, religion, national origin, age, disability, or any other basis is prohibited.
- Use must not violate local, state, or federal laws, including Copyright, licensing, privacy protection laws; and District policies and regulations to include school-based guidelines.
- User may not use District resources to access or process inappropriate, pornographic, obscene text or graphics that may be harmful to minors, themselves and others or to the integrity of the District Net is prohibited.
- Provider will be held responsible for damage attributable to their employees' actions, including damage to District Net software, data, user accounts, hardware and/or for costs associated in repairing such damages.
- User is prohibited from attempting to circumvent security measures or filters.
- User will not load, install or access 'boot-leg' software or any other unauthorized software.
- User may not load, upload, download, or install software not owned and licensed by the District, unless specifically approved by the CIO.
- User may not install hardware not owned and licensed by the District, unless specifically approved by the CIO.
- User is responsible for maintaining confidentiality of passwords and protecting accounts from misuse.
- User will not send e-mail through an anonymous re-mailer.
- User may not upload or download public domain programs for their own use and may not redistribute a public domain program without permission from the District System Administrator.
- Mail to send to yourself from a non-District account must meet district requirements for acceptable use.

District E-Mail Use Expressly Prohibits the Following:

- Spreading falsehoods about a person that lowers the affected individual in the eyes of the community.
- Pretending to be someone else when sending/receiving messages.
- Revealing personal information such as addresses or phone numbers of others.
- Using the District Net in such a way that would disrupt the use of the District Net by other users.
- Creating Sending or forwarding frivolous or excessive messages, images to include chain letters; or any other message type that causes District Net congestion or interferes with the delivery of mail.

Original in Procurement/Contracting Office____; Copy to IS Department____; and Copy to Vendor/Community Member_____

- Sending e-mail to anyone who asks you not to.
- Forgery of or attempting to forge electronic mail messages.
- Reading, deleting, copying, or modify the electronic mail of other system users (or the attempt of such action(s)); or interfering with or attempting to interfere with the ability of other system users to send/receive electronic mail.
- Downloading attachments into the district system that does not meet the guidelines of this agreement.

Initials _____

Tutors Sponsoring Student Use of Electronic Communication and Access Resources Shall

- Maintain supervision of students using District resources and report to appropriate District personnel any inappropriate materials that are found to be accessible.

Monitored Use -- The User Understands That:

- The District reserves the right to access, retrieve, print, read, disclose to third parties, or otherwise monitor (i) all messages sent or received through its e-mail system; (ii) all sites visited and files downloaded on the Internet; and (iii) all other uses of District resources. Message sent over District resource systems should not be considered private or confidential.
- Reasons for which the District or others authorized by it may access such information include, but are not limited to: (i) to provide for the safety and security of minors; (ii) to determine whether a violation of this policy or other District policies has occurred; (iii) to investigate and repair a failure or error in the District's resource system; or (iv) to obtain information requested by a third party in litigation or in response to a government investigation.
- Your use of District resources/system and/or your signature on this Agreement constitute consent to access (by the District or others authorized): e-mail messages sent and received by you; sites visited on; files downloaded from the Internet; and to any other use of District resources/system.
- Electronic messages sent or received by the Board, the District's employees or students, including e-mail on District owned equipment, as well as other documents generated through use of District resources, may be considered public record subject to disclosure of inspection under the Colorado Open Records Act.

Disclaimer:

- The District is not responsible for users' inability to access any outside e-mail account and/or to receive Internet e-mail messages. The District's system is provided on an "as is, as available" basis.
- The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.
- The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.
- Opinions, advise, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

Consequences: Failure to adhere to the provision of this Agreement and all District policies, regulations, procedures or guidelines regarding the use of District resources will result in immediate suspension of access to District resources and system. For vendors, violation will also be grounds for termination of your employer's contract/agreement with District. Users may also be subject to all civil and criminal penalties as defined in any applicable local, state or federal law(s).

I have read, understand, and agree to the acceptable use and restrictions identified in this agreement.

Initials _____

(If Employee, enter User's Name Printed: _____)

Original in Procurement/Contracting Office____; Copy to IS Department____; and Copy to Vendor/Community Member_____

Date: _____ ID Number: _____)

User's Signature: _____

Employer (Vendor Users Only): _____

FAX COMPLETED FORM to: District Procurement/Contracting Department Fax 719-577-4528 -or-
Mail to: CS School District 11, Procurement & Contracting Department, 1115 N El Paso, Colorado
Springs, CO 80903

Initials _____

Original in Procurement/Contracting Office____; Copy to IS Department____; and Copy to Vendor/Community Member____