

# Hazleton Area School District

**Title: Employee Internet & Email  
Access Consent Form**

**Adopted: July 24, 2008**

**Revised:**

Employees of the Hazleton Area School District may access the Internet or e-mail for educational or work-related purposes at any time that it does not interfere with the performance of other responsibilities by the employee.

All users must have a signed copy of this form on file with the school district Technology Department prior to using the Internet.

Internet use is a privilege and inappropriate use may result in cancellation of Internet privileges and / or other disciplinary actions. All employees must abide by the following rules:

1. I will use the District's Internet access for constructive educational and work related purposes only.
2. I will not access sites that contain illegal, defamatory, pornographic, or otherwise offensive material.
3. I will report to one of my superiors any such offensive information contained in any file that I might uncover within the District's network.
4. I will observe the District rules and laws regarding copyright and plagiarism.
5. I will never post on any website another person's home address, telephone number or any other such personal information.
6. I agree to follow any other rules for Internet, local network use that the District establishes, including those detailed in the HASD Policy Manual.

## Employee Certification Form

I have read and understand the district's Internet Acceptable Use Policy 815 and Electronic Mail Policy (email) and the information provided on this form. I understand and will abide by the conditions and rules set forth herein. Should I fail to follow explicitly the rules enumerated above, my access privileges may be revoked and disciplinary action may be taken, up to and including termination of my employment by the district. I understand that appropriate legal action will be taken by the district when warranted, and I further understand that I will be held responsible for any costs incurred by my inappropriate use of the Internet. I am aware that law enforcement agencies must be consulted if violations of these conditions and rules may constitute a criminal offense.

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Employee

Date

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Printed Name

School