

## **A Reminder of the Acceptable Use Policy**

**Every person that accesses in any way Keeneyville Elementary School District 20's network must sign the district's Acceptable Use Policy agreement indicating that he/she will abide by this policy.**

These are some reminders:

1. Do not use the district's network for downloading and/or installing any software or electronic files without permission from the technology coordinator.
2. Do not download copyrighted material for anything other than legal professional use.
3. Do not waste district resources, such as file space. This includes maintaining your email account.
4. Do not use another person's account or password. All personnel and students should log in under their own user name and password.
5. Unauthorized use of the network to play computer games, enroll in list serves, or participate in chat rooms is forbidden.
6. Do not use the network for private business or personal commercial gain.

This is a short list of reminders. Please review the official district Acceptable Use Policy for all items considered unacceptable use. Reminding students that they agreed to this policy and its terms and conditions is also recommended.

### **E-Mail Etiquette**

- Be polite. Never become abusive in your messages to others.
- Always enter a subject in the subject line of the email message. The subject should reflect the main topic of the email message.
- Use appropriate language.
- Recognize that electronic mail is not private.
- Use your district email account only for business related to your duties within the district.
- Do not reveal addresses and phone numbers of students nor of colleagues in email messages