



Franklin County Schools

Preparing today's child for tomorrow's challenges.

919 Hill Avenue · P.O. Box 99
Carnesville, GA 30521
(706) 384-4554



Dr. Ric Ayer, Superintendent

Internet and Electronic Mail Staff User Agreement

Internet access and electronic mail are provided for staff to conduct research and communicate with others regarding school business. These resources should be for School District related business. Communications over the network are not confidential, therefore general rules and professional behavior standards will apply. Employees should not use Electronic mail to share confidential information about students or other employees. Users should not expect files stored on District computers and servers to be private.

The following activities are NOT permitted on District networks:

- Sending or displaying offensive message or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws
- Using other employees' passwords without permission
- Trespassing in others' folders, documents, or files without permission
- Use of network resources for commercial or political purposes
- Advertising personal items for sale
- Chain emails
- Use of District computers for any illegal activities.

Reports of inappropriate behavior, violation, or complaints should be sent to the School Principal and/or Director of Technology who will take appropriate action.

Internet access and electronic mail accounts will only be established for employees who have signed the following user agreement.

Violation may result in a loss of access privileges, disciplinary action, or legal action.

FCS Email Guidelines

- Avoid sending or forwarding messages to a large number of recipients unless you are absolutely sure that everyone should receive it. Indiscriminate sending of messages is known in the Internet world as 'spamming' and is a breach of mail etiquette.
- Chain emails should not be sent under any circumstances. Such emails have the potential to bring the entire mail system to a standstill.
- Do not use all capital letters in the body of the message. Using all capital letters is the literary equivalent of shouting.
- Use common sense before hitting the send key.
- Mail messages and/or attachments should not contain profanity, obscenity, or otherwise objectionable material.
- The primary purpose of the FCS electronic mail system is to facilitate communication among FCS staff and assist in the educational mission of the School District.



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Permanent FCS Employee
User Agreement Form

As a user of the Franklin County School District computer network, I hereby agree to comply with the rules stated on the reverse side of this form, regarding communications over the network, while honoring all School Board Policies and Federal, State and Local statutes and regulations.

The Franklin County School District is not liable for any harm or injury that a user may suffer as a consequence of any inaccurate information the user may obtain through the Internet and Electronic Mail Services. By entering into this User Agreement, the user agrees to be bound by this release of liability and waives any and all rights to assert claims that may arise due to the use of these electronic services.

Employee Name (Print): _____ SSN: _____

Signature: _____ Date: _____

School/Department: _____

Principal's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

This agreement is good for the lifetime of the account. Staff members do not need to resubmit the form every year.