

A-JIS Network & Technology Usage Agreement

This Network Usage Policy applies to all employees of A-JIS who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of A-JIS is permitted and encouraged where such use supports the goals and objectives of the organization. However, access to the Internet through A-JIS is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies may result in disciplinary and/or legal action including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Computer, email and internet usage

- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role as a teacher or staff.
- All Internet data that is composed, transmitted and/or received by A-JIS computer systems is considered to belong to A-JIS and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the Internet are the property of A-JIS and the school reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the school email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by A-JIS if they are deemed to be harmful and/or not productive to work and education.

Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via A-JIS email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems

Equipment usage

- School issued technology resources should only be used by the principal lendee/employee and only in pursuit of business and academic goals as outlined in their employment contract
- Employees should take care not to damage, misplace, or expose technology resources to hazardous environment or physical abuse
- Data created and stored on any device owned by A-JIS is also assumed to be the property of A-JIS
- Sale, rental, or other use of A-JIS technology resources for personal profit or malicious intent is strictly prohibited
- Use of A-JIS technology resources for personal profit or illegal conduct including illegal downloading, creation and distribution of illegal content etc. is punishable by law and grounds for immediate employee termination

If an employee is unsure about what constitutes acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of A-JIS network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by A-JIS.

User compliance

I understand and will abide by this Network Usage Agreement. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.