

## **Hianloland Fire Company: Acceptable Use Agreement for Internet and Other Electronic Resources**

Summary: The Hianloland Fire Company recognizes the value of computer and other electronic resources to improve learning and enhance the administration and operation of its organization. To this end, the Chief of the Department encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Hianloland Fire Company.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Chief of the Department adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Hianloland Fire Company owned equipment or through Hianloland Fire Company affiliated organizations.

### **Hianloland Fire Company Rights and Responsibilities**

It is the policy of the Hianloland Fire Company to maintain an environment that promotes ethical and responsible conduct in all online network activities by its members and associates.. It shall be a violation of this policy for any Hianloland member or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Hianloland Fire Company recognizes its legal and ethical obligation to protect the well-being of members in its charge. To this end, the Hianloland Fire Company retains the following rights and recognizes the following obligations:

1. To log network use and to monitor file space utilization by users, and assume no responsibility or liability for files deleted due to violation of file space allotments (Gmail Vault).
2. To remove a user email account on their domain.
3. To monitor the use of online activities, monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Hianloland Fire Company owned equipment and, specifically, to exclude those who do not abide by the Hianloland Fire Company's acceptable use policy or other policies governing the use of equipment and materials. Hianloland Fire Company reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train fellow department members and staff in acceptable use and policies

## **User Responsibilities**

Use of the electronic media provided by the Hianloland Fire Company is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to Hianloland members and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### *Acceptable Use*

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Hianloland Fire Company.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Email accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. When using email, exhibit exemplary behavior on the network as a representative of your department and community. Be polite!
5. From time to time, the Hianloland Fire Company will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### *Unacceptable Use*

1. Giving out personal information about another person, including home address and phone number is strictly prohibited.
2. Any use of email for commercial or for-profit purposes is prohibited.
3. Excessive use of the email for personal business shall be cause for disciplinary action.
4. Any use of the network/email for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network/email to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network/email. Disciplinary actions by Chief of the Department will be enforced if found true.
9. The unauthorized installation of any software, including shareware and freeware, for use on Hianloland Fire Company computers is prohibited.
10. Use of the network/email to access or process pornographic material, inappropriate text files or files dangerous is prohibited.
11. The Hianloland Fire Company network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Hianloland Fire Company for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Hianloland Fire Company.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

13. Use of the network/email for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized for instructional purposes.

***Disclaimer***

1. The Hianloland Fire Company cannot be held accountable for the information that is retrieved via the network/email.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Hianloland Fire Company will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Hianloland Fire Company makes no warranties (expressed or implied) with respect to:
  - o The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - o Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network/email.
5. The Hianloland Fire Company reserves the right to change its policies and rules at any time.

**User Agreement (All users over 18 years old)**

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Hianloland Fire Company.. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

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User Name (please print)

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User Signature

Date

**Parent Agreement (to be signed by parents of all users under the age of eighteen)**

As parent or guardian of [please print name of student] \_\_\_\_\_, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Hianloland Fire Company has taken reasonable steps to control access to the Internet/email, but cannot guarantee that all controversial information will be inaccessible to users. I agree that I will not hold the Hianloland Fire Company responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a the fire department setting. I hereby give permission for my child to use network resources, including the Internet and email, which are available through Hianloland Fire Company.

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Parent Name (please print)

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Parent Signature

Date