



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

MANAGEMENT INFORMATION
SYSTEMS DIVISION

DoDEA Administrative
Instruction 6600.1
August 29, 1997

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
ADMINISTRATIVE INSTRUCTION

SUBJECT: Computer Access and Internet Policy

A. PURPOSE

This administrative instruction establishes policies and prescribes uniform procedures for the use and administration of the DoDEA access to computers and the Internet.

B. APPLICABILITY

This administrative instruction applies to all employees and students of the Department of Defense Education Activity (DoDEA).

C. POLICY

It is the policy of the DoDEA to encourage and support Internet use for educational, administrative, and research purposes while ensuring that government property, including computers, are used for authorized purposes only.

D. RESPONSIBILITIES

The Chief, MIS Division, DoDEA, is responsible for ensuring that every DoDEA employee is provided with a copy of the DoDEA Internet Policy. The Chief, MIS Division, DoDEA, will also ensure that every DoDEA employee executes an Employee Computer and Internet Access Agreement (Enclosure 1) prior to being assigned a User Account Number giving that employee access to the Internet and DoDEA's electronic mail system. The signed Agreement will be retained in the MIS Division or local administrative office with a copy provided to the employee.

The Chief, Education Division, is responsible for ensuring that every DoDEA student is provided with a copy of the DoDEA Internet Policy. The Chief, Education Division, will also ensure that a Student Computer and Internet Access Agreement (Enclosure 2) is executed by the student and his/her parent/guardian prior to being assigned a User Account Number giving that student access to the Internet and DoDEA's electronic mail system. The signed Agreement will be retained in the school with a copy provided to the student and his/her parent/guardian.

E. PROCEDURES

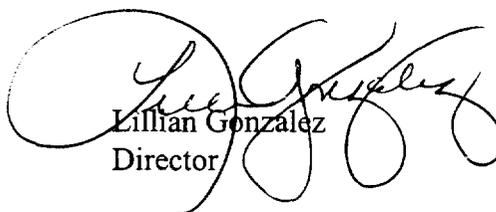
To ensure that DoDEA provided access to computers and the Internet is used in the most efficient and cost effective manner, the following procedures and guidelines are to be followed.

1. Every DoDEA employee, who is assigned a "computer login user identification," which provides access to the Internet and the electronic mail system, will be required to sign the Employee Computer and Internet Access Agreement at enclosure 1, page 1. The specific terms and conditions for access to the Internet and electronic mail is provided at enclosure 1, page 2.

2. Every DoDEA student, who is assigned a "computer login user identification," which provides access to the Internet and the electronic mail system, will be required to sign the Student Computer and Internet Access Agreement at enclosure 2, page 1. The specific terms and conditions for access to the Internet and electronic mail is provided at enclosure 2, page 2.

F. EFFECTIVE DATE

This Administrative Instruction is effective immediately.


Lillian Gonzalez
Director

Enclosures - 2

1. Employee Computer and Internet Access Agreement
2. Student Computer and Internet Access Agreement

DISTRIBUTION: X

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)
EMPLOYEE COMPUTER AND INTERNET ACCESS AGREEMENT

PRIVACY ACI STATEMENT

Authority: DoD Directive 1342.6, DoD Dependents Schools; DoDDS System Notice 22

Principal Purpose(s): To permit an individual's use of government-owned computer resources in accordance with DoDEA policies governing use of the Internet and to permit enforcement of DoDEA policies governing access to computers and the Internet.

Routine Use(s): In accordance with DoD published routine uses.

Disclosure: Voluntary; however no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement indicating agreement to use such equipment only in accordance with DoDEA Computer and Internet Access Policies.

I, _____, have been provided with a copy of DoDEA's Internet Policy. In consideration for my being given an account to use government computer and telecommunications systems giving me limited access to DoDEA's computer systems and restricted Internet access, I hereby agree to the following terms and conditions:

- I may only use the computer account specifically issued to me. I understand that it may be illegal and violate government regulations to use my account for personal business, personal advertising or personal gain.
- I will use my account for Federal/DoDEA related work.
- I will be responsible for my own account security. I shall change my password often. I am responsible at all times for the safeguarding of my password.
- I am responsible for all activity on this account.
- I am only authorized access to data that resides on my own account, and I shall not access data to which I have not been given specific authorization, even if my account allows such access.
- I will not use this account to transmit lascivious or obscene mail, nor will I use it contrary to government standards of conduct.
- I shall not use this account as an instrument for theft or destruction of data or intellectual property.
- I will not use this account to download files or to subscribe to bulletin boards that are not related to Federal/DoDEA administrative or educational activities, or other authorized activities.
- I understand that Federal regulation mandates that we protect and conserve Government property and not use such property for other than authorized purposes. Government property includes automated data processing (ADP) capabilities and telecommunications equipment and services.
- I will only use said equipment and services consistent with DoDEA policies and standards. For example, it would be improper for me to carry on extensive personal correspondence or research.
- I understand that individuals using the DoDEA computer and communication systems are subject to having their activities on the system monitored and recorded by systems security personnel. I expressly consent to such monitoring and am advised that if such monitoring reveals possible evidence of criminal activity or activity in violation of the above conditions, system security personnel may provide the evidence of such monitoring to law enforcement officials or DoDEA officials for use in possible adverse personnel actions or criminal proceedings.

Having read the above statement and the terms and conditions stated on the reverse page
I _____ agree to all the terms and conditions as stated.

Signed: _____

Terms and Conditions

I. Acceptable Use

- A. The use of your account must be in support of education and research consistent with the educational objectives of the DoDEA. Do not download files or subscribe to bulletin boards that are not related to DoDEA authorized activities.
- B. Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- C. Transmission of any material in violation of any U.S. or state regulation is strictly prohibited. Do not transmit obscene, harassing, or abusive messages, copyrighted material, or material protected by trade secret.
- D. Use for commercial, product advertisement or political lobbying is prohibited.
- E. Do not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but not limited to, the uploading or creation of computer viruses.

II. Privileges

- A. The use of the network is a privilege, not a right, and inappropriate use will result in the cancellation of the privileges.
- B. At the discretion of the supervisor or ADP Security Officer, employees, who send inappropriate messages or download inappropriate files, may lose the privilege of using the Internet permanently. Copies of the inappropriate materials will be reported to the local ADP Security Office and kept on file.
- C. Messages relating to or in support of illegal activities will be reported to the authorities.

111. Internet Etiquette

- A. Be polite. Do not get abusive in your messages to others. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- B. Do not reveal your personal address and phone number or those of other employees.
- C. Note that electronic mail (e-mail) is not private. People who operate the system monitor Internet activity.
- D. Evaluate Internet information carefully. As with any research material, you must review it for accuracy and bias.
- E. Do not use the network in such a way that you would disrupt its use by other users. Do not send "chain letters," or "broadcast" messages to lists or individuals.

IV. No Warranties

- A. DoDEA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DoDEA will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions.
- B. Use of any information obtained via DoDEA computer equipment is at your own risk. DoDEA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

V. Security

- A. Security on any computer system is a high priority, especially when the system involves many users. Notify your supervisor if you notice a security (including viral activity) problem. Do not demonstrate the problem to other users.
- B. Do not give your account password to other individuals. Any activity associated with an account will be considered the activity of the account holder. It is the responsibility of the employee to protect their accounts and passwords. Any user identified as being a risk to the security of the network may be denied access to the network.

VI. Vandalism

- A. Vandalism will result in cancellation of privileges.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)
STUDENT COMPUTER AND INTERNET ACCESS AGREEMENT

PRIVACY ACT STATEMENT

Authority: DoD Directive 1342.6, DoD Dependents Schools; DoDDS System Notice 22
Principal Purpose(s): To permit an individual's use of government-owned computer-resources in accordance with DoDEA policies governing use of the Internet and to permit enforcement of DoDEA policies governing access to computers and the Internet.
Routine Use(s): In accordance with DoD published routine uses.
Disclosure: Voluntary; however no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement indicating agreement to use of such equipment in accordance with DoDEA Computer and Internet Access Policies.

I, _____, have completed the required classroom instruction,
(Student's Name - Please Print)
understand the Terms and Conditions on the reverse side of this document, and agree to adhere to the principles and procedures detailed within.

Should I breach the guidelines, I understand that I may lose all network privileges on the DoDEA network, school disciplinary and/or appropriate legal action maybe taken.

Student's Signature Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

PARENT OR GUARDIAN

I, _____, have read the Terms and Conditions. I understand that
(Parent's or Guardian's Name - Please Print.)

network access is designed for educational purposes. DoDEA has taken precautions to eliminate controversial material. However, I also recognize it is impossible for DoDEA to restrict access to all controversial materials and I will not hold them 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 school setting.

I understand, consistent with DoDEA policy to protect individual privacy, my child's written and art work and his or her name may be published, but DoDEA does not authorize the use of photographs, home address, or home telephone number in association with my child's name. I also understand DoDEA does not authorize the use of the school's Internet service for commercial activity or personal use inconsistent with the Terms and Conditions.

I understand: (1) This form does not relinquish my child's rights in his or her work. (2) DoDEA is not responsible for subsequent copying or unauthorized use of the work by an outside person or agency. (3) The only personal identification of the work will be my child's name. (4) My child cannot be directly contacted through the page. All contact will go through the teacher.

Parent's Signature Date

Terms and Conditions

I. Acceptable Use

- A. I agree to use DoDEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use, I will ask my teacher.
- B. I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.
- C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.
- E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and maybe illegal.

II. Privileges

- A. I understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of those privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access is provided.)
- B. I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.

III. Internet Etiquette

- A. I will be polite. I will not use sexual or abusive language in my messages to others.
- B. I will use courteous, respectful language. I will not swear, use vulgarities, sexual, harsh, or disrespectful language. Illegal activities are strictly forbidden.
- C. I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.
- D. I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.
- E. I will not use the network in such away as to disrupt the use of the network by other users. This can be avoided by not sending "chain letters," or "broadcast" messages to lists or individuals.

IV. No Warranties

- A. I understand DoDEA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DoDEA is not responsible for any damages I may suffer. This includes loss of data, delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or my errors or omissions.
- B. I understand the use of any information obtained via DoDEA is at my own risk. DoDEA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- C. I understand DoDEA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of DoDEA computer resources or violations of any U.S. or foreign laws,

V. Security

- A. I understand security on any computer system is a high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.
- B. I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.
- C. I maybe denied access to the network if I am identified as a security risk.

VI. Vandalism

- A. I understand vandalism will result in cancellation of privileges.
- B. I will not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.