

## **Employee Acceptable Use of Electronic Resources Procedures**

### General

The Electronic Resources are provided to District employees for educational purposes and in order to conduct official District business. Occasional, brief, and appropriate personal use that does not interfere with District business or employees' duties is permitted consistent with compliance with this policy and its procedures. It is expected that each employee regularly access and use these Resources consistent with the requirements of his/her position.

### Access

Standard access to a network account, and e-mail account, and the internet will be granted to all full-time employees or part-time full year employees at their place of employment for the purpose of conducting official District business.

Special access privileges, for the web page, student management system, accounting system, maintenance system, etc. may be granted upon request to the Superintendent or his/her designee in writing. Records of all special access privileges and account information, including passwords, will be maintained by the Superintendent or his/her designee.

Contract or temporary employees may be granted access by the Superintendent or his/her designee if it is determined they have a legitimate educational need for access and they have signed an appropriate Acceptable Use form. Records of all employees with this access will be maintained by the Superintendent or his/her designee.

Upon leaving employment, contracted, temporary, or otherwise, all access will be terminated.

### Notification

All employees will receive notification of the policy and procedures in writing upon hiring. Every employee will be notified in writing of a summary of the policy and procedures and how to access a complete written version.

### Individual User Responsibilities

System users shall:

- not distribute personally identifiable information about themselves or others by means of the District's Electronic Resources system;
- be responsible at all times for the proper use of their account by taking all reasonable precautions to prevent others from gaining access to their system account and password;

not use another person's system account or password, or present themselves as another person, without written permission from the system administrator or school coordinator;

understand that electronic mail transmissions and other use of the electronic communication system is not confidential and may be monitored at any time by designated staff to ensure appropriate use;

not purposefully access or send materials, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;

purge electronic mail in accordance with established District e-mail retention guidelines;

not use the District's Electronic Resources and Internet connection for commercial or illegal purposes, or for any other activity prohibited by District policy;

not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations;

not install privately owned software on district computers;

not plagiarize work using the District's Electronic Resources (plagiarism is taking the ideas or writings of others and presenting them as one's own);

not use the District's electronic mail, or other personal email accounts, in any way that causes recipients or other readers to assume the email message represents the opinion of educators or other District officials, or anyone else without their explicit permission, whether or not that was the user's intention;

not waste District resources related to the District's Electronic Resources, or damage or attempt to damage computers, computer systems, computer networks or software;

not abuse the District's Electronic Resources system by downloading large files or engaging in spamming (sending annoying or unnecessary messages to a large number of people);

not gain or attempt to gain unauthorized access to the District's Electronic Resources, network or restricted information;

not upload, download or redistribute public domain programs to the system for their own use without advance permission;

not install or use Outlook Express on district computers;

be responsible for determining whether a program is in the public domain and must follow the District virus protection procedures in downloading software.

### Violations

Any violation of this policy or procedures by an employee will be immediately brought to the attention of the building principal and the director of Human Resources, who will then be responsible for following appropriate disciplinary policy or procedures.