Salinas Union High School District
Network/E-Mail /Internet
Employee Acceptable Use Policy

Please read the following *Acceptable Use Policy* (AUP) regarding staff use of our District's networks, e-mail, and Internet access. In order to gain access to these resources, you must sign the form at the end of this document and return to the District Human Resources Department.

INTRODUCTION:
The Internet has become a vital part of our information infrastructure. Used daily by educators, businesses, government agencies, and private individuals, mastery of this relatively new medium has become vital to success in our daily lives.

The SUHSD Board of Trustees believes that access to District networks, e-mail, and Internet will provide students and staff with nearly limitless opportunities. The goal is to promote educational excellence by facilitating and encouraging resource sharing, innovation, collaboration, and communication. The District strongly believes in the educational value of these technology resources and recognizes the potential of such to support its curriculum, instruction, and student learning.

SUHSD recognizes the potential for misuse or abuse of our networks, e-mail, and Internet, and is required by law to make reasonable efforts to protect its students and staff. The District has systems in place that are designed to limit access to harmful matter on the Internet and to block incoming e-mail that is harmful or inappropriate. Such filtering software, however, may not adequately protect users from accessing all harmful matter on the Internet or through e-mail. All users must remain vigilant and diligently guard against inappropriate or illegal interaction with members of the Internet community.

TERMS AND CONDITIONS OF THIS POLICY:
Please read this portion of the document carefully. If you violate any of these provisions, your access to District networks and e-mail, and the Internet revoked and you may be subject to legal and/or disciplinary action.

1. Personal Responsibility: I accept personal responsibility for my use of District network, e-mail and Internet services.

2. Acceptable Use: My use of these services must be in support of education and research and within the educational goals and objectives of SUHSD.

3. Prohibited Use. The following uses for the networks, e-mail and Internet are prohibited:
   a. Any use that violates federal, state or local law. This includes, but is not limited to, the transmission of copyrighted materials.
   b. While using that organization's network or computing resources, violating any other organization's rules for use of its network or computing resources.
   c. Knowingly bypassing or penetrating any Internet security measures, including gaining entry or "hacking" into systems or accessing restricted material without authorization.
   d. Any use that assists, supports or promotes another person's network, e-mail or Internet use in violation of these rules.
   e. Production, transmission or storage of any communication or material that may be considered:
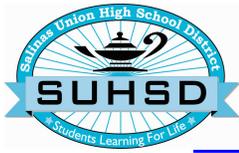
(1) Harmful matter as defined by Penal Code Section 313 meaning "matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interests, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors." Any communication or material otherwise considered pornographic, obscene, vulgar or sexually explicit is prohibited.

(2) Defamatory, abusive, harassing or threatening toward another person. Communications or materials that denigrate persons based upon race, ethnicity, religion, gender, or disability are prohibited.

(3) Promoting, encouraging or supporting the use of controlled substances.

(4) Commercial activities by individuals or for-profit entities.

(5) Violating another person's right to privacy.

(6) Using a false identity on the Internet.

(7) Otherwise prohibited on a school campus or in a workplace.

f. Accessing any pornographic, obscene, vulgar or sexually explicit material, or any material that promotes, encourages or supports any unlawful activity.

4. Privileges: Use of the network, e-mail or Internet is a privilege, not a right, and inappropriate use will result in withholding of privilege. Each person who is granted access must have on file a signed *Acceptable Use Policy* form.

   Although the Director of Information Services (under the aegis of the Board of Trustees) shall be the final arbitrator regarding decisions of appropriateness, this decision shall normally be delegated to site principals. Principals may deny, revoke, or suspend access to District networks, e-mail, or the Internet for violations of this policy. Privileges may be suspended pending investigation of suspected violations of this policy.

5. No Expectation of Privacy: Users of District networks, e-mail, or Internet access are reminded that the network is District property and that they have no expectation of privacy. Files on machines connected to the network may be inspected at any time. Inappropriate and/or unlicensed files/programs will be deleted and disciplinary action taken as necessary. Users are reminded that e-mail sent via the District's network is not privileged or private and may be reviewed by the District, as the District deems prudent.

6. Network Etiquette: Users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

   a. **Be Polite**. Never send or encourage others to send abusive messages.

   b. **Use Appropriate Language**. Never use vulgarities or any other inappropriate language. Remember that you are a representative of the District and what you say and do can be viewed globally! Inappropriate language of any kind is strictly forbidden.

   c. **Personal Privacy**. Do not reveal personal identifying information on the Internet, such as home address or personal telephone number, or the addresses and telephone numbers of students or colleagues.

   d. **Disruptions**. Do not use the network in any way that would disrupt use of the network by others.
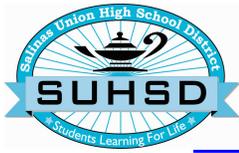
e. **Other Considerations**:
- ✓ Be brief. Few people will bother to read a long message.
- ✓ Minimize spelling errors and make sure messages are easy to understand and read.
- ✓ Use accurate and descriptive titles for articles.
- ✓ Remember that humor and satire is very often misinterpreted.
- ✓ Remember that if you post to multiple groups; specify all groups in a single message.
- ✓ Cite references for any facts you present.
- ✓ Forgive the spelling and grammar errors of others.
- ✓ Post only to groups you know.

7. Services: The SUHSD makes no warranties of any kind, whether expressed or implied, for the technology resource services it is providing. The SUHSD is not responsible for any damages suffered while on our systems. Damages include loss of data, inability to complete work due to system down time, and loss of privacy. Use of information obtained via the Internet is at your own risk. The SUHSD specifically disclaims any responsibility for the accuracy of information obtained through its services.

8. Security: Security on any network is a high priority and is everyone's responsibility. If you suspect a security problem, notify appropriate school personnel at once. Never demonstrate the problem to other users. Never use another individual's password or account. Never give your passwords to another person. Any user identified as a security risk will be denied access to the network and may face disciplinary action.

9. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy anyone else's data, or any attempt to deprive other users of network services or computers. This includes, but is not limited to the creation and uploading/downloading of viruses or *Trojan Horse* programs, unauthorized tampering with the Control Panel setting for computers, or physical damage to any machine. Vandalism will result in the loss of computer access, disciplinary action, and legal referral.

10. Updating: The Information Services Department may occasionally update this document as necessary to reflect changing requirements.

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EMPLOYEE SIGNATURE PAGE

EMPLOYEE:

I will take personal responsibility to abide by the provisions and conditions of the SUHSD's *Acceptable Use Policy* and the acceptable and the prohibited uses outlined therein. I recognize that it is impossible for the SUHSD to prevent access to all controversial materials, and I will not hold the District responsible for materials found or acquired on the network.

I understand that my duty for student supervision during student Internet access in the classroom is the same as my duty for any other classroom activity. I will not be held responsible for student's access to the Internet without my knowledge or consent during times when I am not present or responsible for the supervision of students. I further understand that if I violate this policy, my access may be revoked and appropriate disciplinary and/or legal action may be taken.

USER INFORMATION:

Name: (*please print clearly*) _____

School or Site:_____   Position: _____

By signing this form, you are stating that you have read
the *Acceptable Use Policy* and will abide by its conditions.
Your response will be kept on file for future reference.

Employee Signature: _____   Date: _____

Note: Please send this form via intra-district mail to the Human Resources Department at the District Office. New accounts are handled as soon as possible in the order received. Please allow up to several days for processing during busy periods such as the start of the school year. If you have any questions, please call the technology help desk at 831-796-7070 for more information.

FOR HUMAN RESOURCES AND INFORMATION TECHNOLOGY DEPARTMENT USE ONLY!

[ ] Certified   [ ] Classified
Received By HR: _____   Date Received: _____

Substitute For: _____   Expired Date: _____

Processed By IT: _____   Date Processed: _____

Accounts Created:
[ ] Network   [ ] Email   [ ] SIS