

**ALL PERSONNEL****EMPLOYEE USE OF TECHNOLOGY****ELECTRONIC RESOURCES**

The Acalanes Union High School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the AUHSD Governing Board encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Acalanes Union High School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the AUHSD Governing Board 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 through the AUHSD network.

*Acalanes Union High School District Rights and Responsibilities*

It is the policy of the Acalanes Union High School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to established board policy BP 4040 and administrative regulation AR 4040. Within this general policy, the Acalanes Union High School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Acalanes Union High School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To create or remove a user account on the network.
3. To monitor the use of online activities. This may include real-time 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 – the AUHSD network and, specifically, to exclude those who do not abide by the Acalanes Union High School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Acalanes Union High School District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

*Staff Responsibilities*

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Acalanes Union High School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

*User Responsibilities*

Use of the electronic media provided by the Acalanes Union High School District is a resource that offers a wealth of information and resources. Where available, these resources are offered to staff, students, and other patrons at no cost. In order to maintain these resources, 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 Acalanes Union High School District.
2. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
3. It should be assumed that no communications and information accessible via the network are private.
4. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
5. From time to time, the Acalanes Union High School District 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 employee or student, including home address, email address and phone number without authorization is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business may be cause for disciplinary action.
4. Any use of the network 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 or abused in any way. Modifications should not be made without authorization.
7. Malicious use of the network 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.
9. The unauthorized installation of any software, including shareware and freeware, for use on Acalanes Union High School District computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Acalanes Union High School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Acalanes Union High School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Acalanes Union High School District.

12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except when 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 for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, discriminatory, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing non-educational or non-job related network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
17. Subscription to non-educational or non-job related mailing lists and bulletin boards using your AUHSD email account is prohibited.

### *Disclaimer*

1. The Acalanes Union High School District cannot be held accountable for the information that is retrieved via the network.
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 electronic mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Acalanes Union High School District 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. The Acalanes Union High School District 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.
5. The Acalanes Union High School District reserves the right to change its policies and rules at any time.

## **ELECTRONIC MAIL**

### *User Responsibilities*

1. The district provides electronic mail to staff members to enable them to communicate effectively and efficiently with other members of staff, parents, students, and partner organizations.
2. If you are in any doubt about an issue affecting the use of electronic mail, you should consult a member of the IT Department or your school's Technology Administrator.
3. Any breach of the agency's Electronic Mail Policy may lead to disciplinary action.
4. Do not use your email account to make personal online purchases or sales.
5. Do not disclose student information for anything other than legitimate educational purposes. The Family Educational Rights and Privacy Act (FERPA) governs the privacy of student educational records and prohibits the release of private student information without written consent except in

specified situations. The District discloses student information only with the parent’s and/or student’s written consent, except as specified by FERPA. However, nothing in this Regulation alters the District’s duty to inform teachers of student misconduct under Education Code sec.49079.

*Personal Use*

1. The AUHSD Governing Board provides the electronic mail system to assist you in the performance of your job, therefore you should use it for official school business. Since messages cannot be absolutely secured from unauthorized reading, and may be collected for legal proceedings, you should not use e-mail to transmit any messages you would not want read by a third party.

Please note the following:

1. Electronic mail is not private.
2. All electronic mail activity is monitored and logged.
3. All electronic mail coming into or leaving the organization is scanned for viruses.
4. All the content of electronic mail is scanned for offensive material.

**REMOTE ACCESS POLICY**

*User Responsibilities*

Acalanes Union High School District employees and authorized third parties (customers, vendors, etc.) are permitted to use remote connections to gain access to the district’s network. It is the responsibility of employees with remote access privileges to ensure that a remote connection to Acalanes Union High School District is not used by non-employees to gain access to district information system resources. Employees who are granted remote access privileges must remain constantly aware that remote connections between their location and Acalanes Union High School District are literal extensions of Acalanes Union High School District's network, and that they provide a potential path to the district's most sensitive information. The employee and/or authorized third party individual must take every reasonable measure to protect Acalanes Union High School District's assets.

*User Agreement*

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 Acalanes Union High School District. I further understand that violation of the regulations above is unethical and certain violations may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action, including termination of employment, may be taken, and/or appropriate legal action may be initiated.

\_\_\_\_\_  
User Name (please print)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

Policy Adopted:  
September 3, 1996

Revised:  
December 14, 2005

## Email Guidelines

### *User Responsibilities*

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand the following:

1. The district provides electronic mail to staff members to enable them to communicate effectively and efficiently with other members of staff, students, parents, and partner organizations.
2. When using the agency's electronic mail facilities you should comply with the following guidelines.
3. If you are in any doubt about an issue affecting the use of electronic mail, you should consult a member of the IT Department or your school's Technology Administrator.
4. Any breach of the agency's Electronic Mail Policy may lead to disciplinary action.

### *Guidelines*

#### DO

1. Do check your electronic mail daily to see if you have any messages.
2. Do include a meaningful subject line in your message.
3. Do check the address line before sending a message and confirm you are sending it to the right person.
4. Do delete electronic mail messages when they are no longer required.
5. Do respect the legal protections to data and software provided by copyrights and licenses.
6. Do take care not to express views that could be regarded as defamatory or libelous.
7. Do use an "out of the office assistant" to automatically reply to messages when you are not available.
8. Do obtain a free personal email account for your personal communications which can be found easily by searching the internet.
9. Do limit your use of electronic mail for personal reasons.

#### DO NOT

1. Do not expect an immediate reply; recipients might not be at their computer or could be too busy to reply straight way.
2. Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
3. Do not send excessively large electronic mail messages or attachments.
4. Do not send unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to multiple people.
5. Do not participate in chain or pyramid messages or similar schemes.
6. Do not represent yourself as another person.
7. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.
8. Do not use your email account to make online purchases or sales.
9. Do not disclose student information for anything other than legitimate educational purposes. The Family Educational Rights and Privacy Act (FERPA) governs the privacy of student educational records and prohibits the release of private student information without written consent except in

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specified situations. The District discloses student information only with the parent's and/or student's written consent, except as specified by FERPA.

*Personal Use*

Because the AUHSD Board of Education provides the electronic mail system to assist you in the performance of your job, you should use it for official school business. Since messages cannot be absolutely secured from unauthorized reading, and may be collected for legal proceedings, you should not use e-mail to transmit any messages you would not want read by a third party. For example, you should not use the district's e-mail:

1. for gossip, including personal information about yourself or others
2. for forwarding messages under circumstances likely to embarrass the sender
3. for emotional responses to business correspondence or work situations
4. for such purposes as soliciting or proselytizing for commercial ventures, religious or personal causes or outside organizations or other similar, non-job-related solicitations.