

USD 410**Acceptable Use Policy (AUP) for Information Services—Employee Edition**

All employees shall complete this form prior to using the district's information services. This agreement shall be in effect for the duration of the user's employment or until a new policy is adopted.

For this policy, **Information Services** is defined as any interaction between an employee and the district's computer network. This includes access to services on the World Wide Web (Internet).

Please read this entire document carefully. When signed by an employee and superintendent or an assigned designee, this document becomes a binding consent agreement. Listed below are the provisions of this agreement. If any user willfully violates any of these provisions, access to the Information Services will be suspended until such time that the alleged violation can be resolved. Violations may result in disciplinary action by the district and/or law-enforcement. User applications will remain on file. New applications are required with each new school term. The district board of education reserves the right to modify and update the AUP at any time.

Information Services, including email, network file and print services, internet access, and various services licensed by the district are available to district employees while on campus. The goal in providing these services is to provide employees with access to appropriate educational information. USD 410 will take reasonable and lawful precautions to protect the privacy of user from potential misuse or abuse. All users must be aware and use good judgement to avoid inappropriate and illegal interaction with any information system. Email account data and any digital content created on district equipment during employment is the property of the district and therefore is subject to open record laws of the State of Kansas.

TERMS AND CONDITIONS OF THIS AGREEMENT

1. **PERSONAL RESPONSIBILITY.** Each user will accept personal responsibility for reporting any misuse of the district's information services to a district administrator or the Technology Director. Misuse can come in many forms, but it is commonly viewed as any transmission that indicates or suggests pornography, unethical or illegal solicitation, solicitation for personal financial or capital gain, racism, sexism, inappropriate language, or other issues described below.
2. **ACCEPTABLE USE.** Information Services are provided primarily to support approved district instructional standards and to support staff learning. Personal use of Information Services are permissible if it does not violate other aspects of this agreement or place undue financial or technical demands on district resources. The AUP requires all users to comply with all applicable laws and board of education policies and regulations, but is not limited to matters of law. The district will monitor usage of its Information Services to ensure compliance with federal, state, and local laws and/or this AUP. The district will investigate possible violations when information warrants. All complaints or concerns regarding possible AUP violations should be directed to a district administrator or the Technology Director. In addition to use of Information Services for any illegal purposes (some of which are described below), it is a violation of this AUP to:
 - Post, distribute or disseminate another's intellectual property or proprietary information, including trade secrets or copyright information, without express authorization of the rights holder. Pursuant to the *Digital Millennium Copyright Act*, accounts of users who repeatedly infringe the copyrights of others will be terminated.
 - Transmit, post, store or knowingly receive any material that is obscene, sexist, racist, or constitutes child pornography under current law and specifically the *Children's Internet Protection Act (CIPA)*.
 - Access or attempt to access depictions of obscenity, child pornography, adult content, non-curricular sexuality issues, profanity, nudity and material deemed "harmful to minors" in any form.
 - Use instant messenger services without prior and proper authorization.
 - Engage in unauthorized access, "hacking", and other unlawful activity.
 - Disclose, use, or disseminate personal information regarding adults or minors without proper authorization.
 - Threaten bodily harm, destruction of property or otherwise engage in harassment.
 - Access or attempt to access sites that engage in gambling.
 - Transmit or post any defamatory information, any personally identifiable information pursuant to the *Children's Online Privacy Protection Act (COPA)* about the user or any third party, unethical or illegal solicitation or use of inappropriate language.
 - Use network resources in excess of any prescribed limits on bandwidth or disk storage/utilization.

- Obtain, or attempt to obtain, unauthorized access to, monitor, or use any data, systems, or networks without the express permission of the owner.
- Disclose your password(s) for accessing Information Services to another party, or otherwise facilitate unauthorized access.

Users are fully responsible for all use of Information Services via their account. If any user is suspected of violating this AUP, the district may investigate the situation and, where appropriate, cooperate with district administration, legal counsel and law enforcement agencies if a criminal violation is suspected.

- 3. EXPECTATIONS.** The use of the Information Services is an expectation. Inappropriate use, however, may result in denial of access. The district administration and/or Technology Director will determine what appropriate use is. Inappropriate use will be referred to district administrators who may deny employee access. The Superintendent of USD 410 may request/instruct the Technology Director to deny, revoke, or suspend specific user accounts or access.
- 4. DISRUPTIONS.** Do not use Information Services in a way that would disrupt use of the system by others.
- 5. SERVICES.** USD 410 makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will be held harmless for damages you may incur while using its systems. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, service interruptions caused by the system, user errors, hardware failure or user omissions. Use of any information obtained via the information system is at your own risk. The District specifically denies any responsibility for the accuracy of information obtained through its services.
- 6. SECURITY.** If you identify a security problem, notify the Technology Director at once. Never demonstrate the problem to other users. Never use another individual's account. Any user identified as a security risk will be denied access to Information Services.
- 7. VANDALISM.** Vandalism is defined as any malicious or willful attempt to harm or destroy data of another user, agency or network that is connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, unauthorized downloading and/or installation of software, plug-ins, or patches. Vandalism will result in the loss of computer services, disciplinary action, and legal referral.

REQUIRED SIGNATURES

I have read this agreement and consent to abide by the terms and conditions as prescribed herein

Employee's Name (please print) _____

Employee's Signature _____ Date: _____

Superintendent's Signature _____ Date: _____

Login Information

Your network login will be your first name and last name with a dot in between (example) [john.doe](#)
 Your email address will be your first name and last name with a dot in between followed by @usd410.net (example) [john.doe@usd410.net](#)

The tech department does not need to keep a record of your password. Please create a strong password that can be recalled from memory or documented using a secure password keeping software. Passwords should be regularly changed for increased security and can be changed at any time. If you need further assistance with password resets, call the tech dept. at 947-3184 x3007.