

TECHNOLOGY ACCEPTABLE USE POLICY FOR SCHOOL EMPLOYEES PURPOSE

The purpose of this policy is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Aleutians East Borough School District. Use of such technology is a necessary element of the School District educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

SUMMARY

Public technologies such as desktop computers, servers, electronic mail, Internet access, and any other form of electronic communication are provided as a service by the Aleutians East Borough School District, (hereinafter referred to as "AEBSD"), to teachers, staff, and administrators (hereinafter referred to as employee) at their respective locations. Use is a privilege, not a right. Employees should be good citizens; they must refrain from activities that annoy others or disrupt the educational experiences of their peers. The employee is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below and in the AEBSD Board Policy Manual may/will result in loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the Alaska State Statutes or Federal Law to the Children's Internet Protection Act (Pub. L. 106-554 and 47 USC 254(h)).

OWNERSHIP

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium including, but not limited to floppy disks, hard-drives, CD ROMs, zip drives, etc. that are resident on district equipment, are, and shall remain, the property of AEBSD. The AEBSD administration reserves the right to confiscate, search or otherwise investigate any of the above-mentioned items at its discretion.

COMPUTER USE

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of AEBSD policy to:

1. Duplicate copyrighted software provided by AEBSD. It is a criminal offense to copy ANY software that is protected by copyright, unless such copying is expressly provided for within the copyright agreement, and AEBSD will treat it as such.
2. Use licensed software in a manner inconsistent with the licensing agreement. Information on licenses is available through the District Technology Department (hereinafter referred to as "DTD").

3. Copy, rename, alter, examine, install or delete the files or programs of another person or AEBSD except in the case of troubleshooting or repairing the computer.
4. Use a computer to annoy others, including, but not limited to, sending offensive messages or intentionally cause a computer system or network to crash.
5. Use a computer for non-school-related activities, including but not limited to personal or private business.
6. Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network, (whether destructive or not), distributing large quantities of information that overwhelm the network including but not limited to chain letters, network games, mass copying of files for no specific reason, etc.
7. Use software not expressly provided by AEBSD for use on district computing equipment. Employees are not to download executable software off of the Internet, software updates to existing licensed programs resident on that personal computer, or purchased via the Internet with an official purchase order approved by DTD. For all downloads, a copy of the license agreement must be forwarded to DTD and the building administrator for tracking and audit purposes. Please consult with the DTD Department before proceeding with any of the above.
8. Install personally purchased software on AEBSD computers without express permission of the Director of DTD. If permission is attained, then a copy of the license agreement and the installation media must be housed with the administrator of that building for audit purposes.
9. Take or scan pictures of students without signed permission of the parents and permission from the building administrator except for security measures implemented at the building level e.g. student ID's. Additionally, no pictures of District property are to be taken without administrator approval.
10. To post any political, commercial, pornographic or otherwise questionable material to the District web site or any AEBSD hosted web site. Additionally, any postings must meet general District policy and be approved by DTD.
11. Access or attempt to access a desktop, network, or host computer without having obtained the appropriate access log-in ID and password legitimately, and/or through use of log-in information belonging to another person. This is considered "hacking" and/or "trespass" and will be dealt with appropriately.
12. Tamper with switch settings, move, reconfigure, or do anything that could damage terminals, computers, printers, or other equipment. Individuals responsible for damaging these or any hardware, software, computer system, or computer lab in any manner, will be **financially** responsible for all repairs and/or replacements. This includes, but is not limited to unplugging cables, plugging cables into inappropriate locations, or other related activities that may cause the network or connection to the network to fail or to function improperly.

INTERNET USE

The Internet is an electronic network connecting millions of computers and individual subscribers worldwide. The purpose of the Internet is to support worldwide access to business and educational information by individuals. The use of your account must be in support of educational research and consistent with the educational objectives of AEBSU.

1. Internet access may be provided to employees for research activities relating to their duties. Employees may also have access to:
 - a. Electronic mail
 - b. Surf the World Wide Web
 - c. Bulletin Boards, etc...

2. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a. Be polite. Do not be abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden.
- c. Do not reveal your personal address or phone number or that of other employees or students, except in your normal course of duties.
- d. Note that e-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- e. Do not disrupt the use of the network for other users, e.g., Internet Radio, iTunes (radio), YouTube etc...

3. Inappropriate use of an account.

The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.

- a. Use or attempt to use another person's login and/or password.
- b. Copying, transferring, or duplicating software owned by or registered to AEBSU.
- c. Transmission of or downloading any material in violation of any national, state, or district regulation is prohibited. This includes, but is not limited to, copyrighted documents, or threatening or obscene/pornographic material.
- d. Using the network for commercial, political, personal, or private gain.
- e. Communication whose sole intent is not for the purpose of education or school-related research/activities.

CONSEQUENCES FOR INAPPROPRIATE USE

The system administrators will deem what is inappropriate use and may close an account at any time. The administration may request the system administrator to deny, revoke, or suspend specific employee accounts. If an employee has failed to comply with this policy, he/she may be:

- A. Removed from the system for a specific period of time or permanently, depending on the nature of the offense.
- B. Required to pay for damages with regard to technician time, computer resources, or other fees.
- C. Criminally charged under local, state, or federal laws.
- D. Subject to employee disciplinary action, up to and including termination or discharge in accordance with existing Board policies and applicable law.

ALEUTIANS EAST BOROUGH SCHOOL DISTRICT

Adoption Date: October 22, 2007

Technology Acceptable Use Contract for AEBSD Employees

As an employee of the Aleutians East Borough School District, hereinafter referred to as “AEBSD”,

I, _____, recognize and understand that the district’s e-mail systems are to be used for conducting the district business only. I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by authorized AEBSD representative.

I am aware AEBSD reserves the right to review, audit, intercept, access, and disclose all matters on the district’s e-mail systems and serves at any time, with or without employee notice or consent, and that such access may occur during after working hours. I am aware that use of an AEBSD provided password or code does not restrict the district’s right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up and including termination or discharge from employment.

I acknowledge that I have read and that I understand the AEBSD Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. I acknowledge that I have read and that understand this notice and that a copy of the entire policy has been provided me.

Refusing to sign does not negate my responsibility to abide by the policies and procedures as set forth above and in the policy as revised. Choosing not adhere to the policies set forth above is cause for suspension of all computer and Internet privileges.

Signature

Date