Duchesne County School District – Staff
Equipment and Network Acceptable Use Policy

Duchesne County School District is providing staff access to the district's electronic network and the Utah Education Network (aka - UEN). Services on the network include - Internet access, computer and telephone services, videoconferencing, and related equipment for educational purposes. The purpose of the network is to facilitate communications related to education and assigned duties in the district by providing staff with electronic access to a wide range of information and the ability to communicate with people throughout the state and world. This document contains the rules and procedures for the Duchesne County School District Staff Acceptable Use of the Duchesne County School District (aka DCSD) Electronic Network.

With this global access comes the availability of materials that may be considered to be inappropriate, illegal, or of no professional or educational value in the context of the school or office setting. Duchesne County School District strives to take all available precautions to restrict access to inappropriate materials.

- The DCSD Electronic Network has been established for a limited educational purpose. The term "educational purpose" includes district activities, classroom activities, career development, and limited high-quality self-discovery activities related to ones position within Duchesne County School District.
- The DCSD electronic network has not been established as a public access service or a public forum. DCSD has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- **Access is a privilege - not a right.**
- **School computer equipment belongs to Duchesne County School District and district employees have no expectation of privacy as to his/her assigned district owned equipment.**
- It is presumed that all district staff will honor this agreement. The district is not responsible for the actions of a staff member who violates them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Staff will indemnify the district for any damage that is caused by their inappropriate use of the network.
- DCSD Staff members are expected to follow the same rules, good manners and common sense guidelines that are used with their other daily school activities as well as the law in the use of the DCSD electronic network.

Acceptable Uses

All Internet or computer/phone equipment use shall be consistent with the purposes, goals, and policies of DCSD. It is imperative that users of the network and computer equipment conduct themselves in a responsible, ethical, moral, and polite manner. All -staff must abide by all local, state, and federal laws. The district user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

Service Disclaimer

Duchesne County School District makes no warranties of any kind, whether expressed or implied, for the services It is providing. DCSD will not be responsible for any damages you suffer while on this system. Damages may include, but are not limited to, loss of data as a result of delays, non-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. DCSD specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

General Unacceptable Behavior

While utilizing any portion of the DCSD electronic network, district staff will not engage in any activity that is immoral or contrary to the high moral standards, which must be maintained in an educational setting. Unacceptable behaviors include, but are not limited to, the following:

- Staff will not alter and/or use district equipment and/or the network to threaten or disrupt district activities and the educational process.
- Staff will not engage in personal attacks or post false information (including prejudicial or discriminatory attacks), threaten or harass other individuals.
- Staff will not use criminal speech or speech in the course of committing a crime such as threats, instructions on breaking into computer networks, pornography, child pornography and/or other illegal activities.
- Staff will not use speech/text that is inappropriate in an educational setting or violates district policy and rules.
- Staff will not abuse network resources such as sending chain letters or spamming.
- Staff will not display, access or send offensive messages or pictures that are pornographic, abusive, obscene, sexually oriented, threatening, harassing, damaging and/or illegal.
- Staff will not use the DCSD electronic network for commercial purposes. District Staff will not offer and/or provide - products or services through this network.
- Staff will not use the DCSD electronic network for political lobbying. Staff may use the system to communicate with elected representatives and to express their opinions on political issues.
- Staff will not engage in excessive non-work related computer/phone/network/internet use during work hours.

Monitoring

The School District reserves the right to monitor and review any material on any machine at anytime in order for the District to determine any inappropriate use of network services. The district will make every attempt to comply with the state and federal guidelines set forth in Utah State Law and CIPA (Child Internet Protection Act). The superintendent/principal/supervisor or systems administrator may limit, suspend, or revoke the use of equipment, the network and/or Internet access for violations of the acceptable use agreement.

Encounter of Controversial Material

Users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The district has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet to control access to all sites and data, which a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. Duchesne County School District expressly disclaims any obligation to discover all violations of inappropriate Internet access.

Network Etiquette

Each user is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following: Be polite; never send or encourage others to send abusive messages; and use appropriate language. You may be alone on a computer, but what you write, send or receive can be viewed globally! Remember that you are a representative of the Duchesne County School District and a representative of your school on a non-private system. Use electronic communications appropriately: no sales, advertisements, or solicitations, etc. E-mail or messaging on the network is not private. Messages relating to or in support of illegal or inappropriate activities, as described in this Acceptable Use Agreement, must be reported to the appropriate administrator/supervisor or systems administrator.

System Security

- Staff members are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should a staff member provide their passwords to another person.
- Staff will not permit student access to any student (SIS) or district information system.
- District staff must immediately notify a school/district administrator or the system administrator if they have identified a possible security problem. Staff should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Staff members will not attempt to gain unauthorized access to any portion of the DCSD electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- District staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of anonymous proxy services, software, or web sites.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy property of the Duchesne County School District, the user, another user, or of any other agency or networks that are connected to the network or the Internet system. Vandalism also includes, but is not limited to, abusive overloading of data on the network or servers; or the uploading, downloading, or creation of computer viruses. Any engagement in network vandalism constitutes unacceptable use.

Penalties for Improper Use

Violations of this policy may result in loss of access privileges and/or employment - as well as other disciplinary or legal action. District Staff violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Suspension and or Revocation of Network Privileges
- Suspension and or Revocation of Computer Privileges
- Loss of Employment and Benefits
- Loss of Credentials and/or Licensing
- Legal Action and Prosecution by the Appropriate Authorities

District administrators and legal authorities shall determine the particular consequences for violations of this policy.

This is a legally binding document and careful consideration should be given to the principles outlined herein.