

WILLIAM S. HART UNION HIGH SCHOOL DISTRICT EMPLOYEE ACCEPTABLE USE AGREEMENT

The District strongly believes in the value of online resources and recognizes the potential of the resource to support the educational process. Our goal is to provide these services to promote educational excellence by facilitating resource sharing, innovation and communication.

To allow an employee to participate in the use of District Online Resources, these rules and regulations must be read carefully and signed by the classified employee and the employee's supervisor. The signed rules and regulations must be returned to the employee's supervisor.

The classified employee of the Hart District is prohibited from any misuse or abuse which may occur as a result of their use of the District Online Resources. Listed below are the Hart District Classified Employee Online Resources Rules and Regulations.

ONLINE RESOURCES RULES AND REGULATIONS

1. PERSONAL RESPONSIBILITY

I understand that I am a representative of the Hart District and I accept personal responsibility for using the District Online Resources in an ethical and responsible manner. Misuse can come in many forms, but is commonly viewed as any message(s), information, or pictures sent or received that constitute pornography, include unethical or illegal solicitation, ethnic, religious, racial or sexual harassment, inappropriate language and other issues some of which are described below. All the rules of conduct described in this document apply at all times when I am using the District's Online Resources.

2. ACCEPTABLE USE

The use of an assigned account must be in support of the educational/administrative process and aligned with the educational/administrative goals and objectives of the Hart District. As a user of the District Online Resources, I am personally responsible for the following Rules and Regulations at all times. This includes, but is not limited to the following:

- a) I will abide by the rules applicable to any organization's network or computing resource I am using.
- b) I will use the District Online Resources properly, as directed by my principal/supervisor.
- c) I will use the system safely, responsibly, and primarily for work related purposes.

3. UNACCEPTABLE USE

- a) Transmission of any material in violation of federal, state or local laws or regulations is prohibited.

This includes, but is not limited to:

- (1) Threatening or obscene material
 - (2) Conducting for profit business transactions that could result in financial or commercial gain or conducting business for a 501(c)3 organization that the unit member is paid by to conduct said business.
 - (3) Use of the District Online Resources for commercial activities by profit making institution or other unauthorized individuals or associations.
- b) Unauthorized access to other users' files, data, or seeking to gain unauthorized access to resources or entities. Access is limited to those sources needed to carry out educational endeavors.
 - c) Transmission of material that is threatening, obscene, disruptive, sexually explicit, protected by trade secret, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs is prohibited.
 - d) Knowingly receiving or transmitting pictures that constitute pornography.
 - e) Use of the system to encourage the use of drugs, alcohol, tobacco, or promotion of unethical practices or any activity prohibited by law or District policy is prohibited.
 - f) Damaging computers, computer systems, or computer networks is prohibited. Any software having the purpose of damaging the District's or other user's system is prohibited.
 - g) Use of another person's password or trespassing in another's work or files is prohibited.
 - h) Computer equipment (hardware or software) may not be taken home or off school or District property without written permission from principal/supervisor.
 - i) Use of electronic information services for plagiarism is prohibited. "Plagiarism" is the taking of ideas or writing from another person and offering them as your own.
 - j) Allowing students to access the computer through a Teacher's user account
 - k) Use of the system to urge the passage or defeat of any ballot measure or candidate (Ed. Code 7054 (a)).
(Employees or employee organizations may solicit political funds to promote or defeat a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of the school district. These activities are prohibited during working hours and can only be conducted before or after an employee's working hours or during a lunch period or other scheduled work intermittency during the school day (Ed. Code 7056(b))).

4. VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy data or another user of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses or any harm to District equipment, materials, or data. Any vandalism will result in the loss of computer services, disciplinary action, including suspension and/or dismissal and legal referral.

**WM. S. HART UNION HIGH SCHOOL DISTRICT
ACCEPTABLE USE AGREEMENT
EMPLOYEE ONLINE RESOURCES
RULES AND REGULATIONS**

EMPLOYEE NAME _____
(Print Name)

School/Department _____ **School Year** _____

Supervisor _____

I have read and understand the Employee Online Resources Rules and Regulations set forth in the Hart District Board Policy and Administrative Regulation 4040, and confirm my understanding by initialing the stated section headings.

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|----------------------------|---------------|
| 1. Personal Responsibility | Initial _____ |
| 2. Acceptable use | Initial _____ |
| 3. Unacceptable | Initial _____ |
| 4. Vandalism | Initial _____ |

Employee Signature

Supervisor Signature

Date

Date