

Tintic School District

Employee Computer Acceptable Use Policy

Every Tintic School District employee will be required to sign this acceptable use policy.

BOARD POLICY

The Tintic School District has access to the Internet, which is governed and supported by the Utah Education Network.

INTERNET USES

Use of the electronic information resources in the District shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of Tintic School District, parents, and community members. The School District desires to provide electronic mail service, electronic conferencing, global information resources via the World Wide Web, to employees of the School District at no cost.

ACCEPTABLE USES

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

IMPERMISSIBLE INTERNET AND COMPUTER EQUIPMENT USES

The following uses of the Internet, school email accounts, & computer equipment are prohibited:

1. Any violation of applicable school or district policy or public law by such use;
2. Any activity that is immoral or contrary to the high moral standards which must be maintained in an educational setting;
3. Any attempt to bypass state, district, or school security (e.g. bypassing proxies or hacking servers or work stations) is forbidden;
4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others;
5. Any commercial use, product advertisement, display of private information, or promotion of political candidates;
6. Any violation of copyright, trade secret or trademark laws;
7. Any attempt to damage, disrupt or interfere with the use of any computer electronic information resource;
8. Any attempt to access information beyond the users authorized access to any electronic information resource;
9. Any destruction, defacement, theft, or altering of school district equipment;
10. Any storing or accessing of illegal, inappropriate, or obscene material on district owned electronic equipment;
11. Permitting any student access to electronic grade books or other confidential information;
12. Excessive non-work related computer use during work hours;

PRIVILEGE

The use of the Internet and computer equipment within the Tintic School District is a privilege. The information produced from Internet access or computer use shall be deemed the property of the District, this is confidential information to the user unless it is transmitted to others with the user's permission. Violation of this policy can result in the loss of computer access privileges.

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.

DISCLAIMER OF ALL WARRANTIES

The Tintic School District makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or computer equipment. Neither the District nor any supporting Internet services will be responsible for any damages that an Internet user suffers. The District expressly disclaims any liability in connection with the loss of data resulting from delays, failure to deliver data, mistaken deliveries, viruses, backup device failure, or service interruptions caused by the District or the Internet provider or by the users error or omissions. Use of any information obtained via the Internet is at the user's own risk. The District expressly denies any responsibility for the accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

SECURITY

Tintic School District will implement security procedures on Internet access to protect against unacceptable use. Employees are responsible for the security of their computer equipment, files and passwords. Employees with access to student records may not use, release, or share these records except as authorized by Federal, State, or Local laws. Employees are responsible for any accounts they may have. Sharing of any usernames or passwords to anyone is not permissible and may result in the lost of account privileges. Employees will be held accountable for any activity under their user account. Any security violations by students or teachers must be reported to school/site administrators.

ENCOUNTER OF CONTROVERSIAL MATERIAL

Internet 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 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. The District expressly disclaims any obligation to discover all violations of inappropriate Internet access.

TERMS OF USE

1. Only registered employees of the Tintic School District and Board of Education members qualify for Internet access under this policy.
2. Only the authorized users who have signed the user agreement shall have Internet access. Users are ultimately responsible for all activity while using the Internet.
3. All Internet or computer equipment access by a District employee or Board member is automatically terminated upon retirement, resignation, or termination of employment.
4. All student computer use must be supervised. Employees who supervise students with access to computer equipment must be familiar with the Tintic School District Student Computer Acceptable Use Policy and be willing to enforce it. Employees must appropriately secure rooms and areas where school computer equipment is housed.

PENALTIES FOR IMPROPER USE

Any violation of this policy or applicable state and federal laws may result in disciplinary action (including the possibility of termination) and/or referral to legal authorities. The site administrator/supervisor or systems administrator may limit, suspend, or revoke access to electronic resources at any time.

USER AGREEMENT

I understand and will abide by the Tintic School District Employee Computer Acceptable Use Policy. I further understand that any violations of the above Computer Acceptable Use Policy, when using district electronic information resources, may result in the loss of my access privileges and/or other disciplinary or legal action. This action may include, but not limited to, suspension, probation, or termination of employment. I, therefore, agree to maintain professional standards and to report any misuse of the electronic information resources to my site administrator/supervisor or systems administrator.

Date: _____

User (Please Print Name)

Employee Signature