

Tuolumne County Superintendent of Schools

STAFF ACCEPTABLE USE AGREEMENT

The Tuolumne County Superintendent of Schools, hereinafter referred to as TCSOS, provides quality services and support for life-long learning opportunities. TCSOS collaborates to build relationships with local educational institutions and other government and private sector entities to provide leadership, service, and support for all learners. This will be accomplished through the following four goals:

1. Provide, promote, and support environments that result in world-class learning;
2. Secure and develop resources (human, fiscal, and information) that support and promote our mission;
3. Develop and maintain an organization based on teamwork, trust, communication, commitment, and competence; and
4. Optimize customer satisfaction.

TCSOS has a strong commitment to providing a quality education for its students, including access to and experience with technology. TCSOS's goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication; providing appropriate access to all students; supporting critical and creative thinking; fully integrating technology into the daily curriculum; promoting collaboration and entrepreneurship; and preparing students and educators to meet the challenge of a highly technological and information-rich society.

TCSOS recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. TCSOS provides a wide range of technological resources, including staff Internet access for the purpose of advancing the educational mission of TCSOS. All employees are expected to learn and use the available technological resources that will assist them in the performance of their job responsibilities. The level of access provided coincides with the requirements of each employee's job functions. These resources are provided at the public's expense and maintained by TCSOS and therefore are to be used by members of the TCSOS community with respect for the public trust through which they have been provided. TCSOS intends to maintain a nonpublic forum, and the forums created by use of its technological equipment are reserved for TCSOS's intended purposes.

TCSOS periodically updates technology standards according to Superintendent's Policies and Administrative Regulations. Staff members who agree to abide by these defined standards will

have access to appropriate, available resources, with guidance and support provided by the Technology Services Department.

Superintendent's Policy 4040 established ethical standards for the use of technology and technological resources in our schools and offices. Superintendent's policies apply to all TCSOS staff, whether or not they come into direct contact with students, and cover all technology used while acting in their capacity as a TCSOS staff member. This Acceptable Use Agreement provides direction regarding the appropriate and inappropriate use of technology:

- During the performance of duties;
- While at a TCSOS location; and/or
- While using TCSOS equipment and/or accessing TCSOS resources.

Successful operation of such resources requires that all users conduct themselves in a responsible, confidential, ethical, decent, and polite manner, consistent with TCSOS Mission and Goals, as well as existing and applicable statutes. This Acceptable Use Agreement does not attempt to articulate all required or prohibited behavior by users. Additional guidance and support is provided by the TCSOS Technology Services Department.

This document provides direction to TCSOS employees regarding electronic communications such as electronic mail, social networking, and publishing web pages on the Internet through TCSOS or other web servers. Considerations reflected in this document are:

1. Protecting the welfare of children;
2. Protecting every individual's right to privacy;
3. Protecting intellectual and property rights;
4. Respecting the rights of children's parents/guardians;
5. Assuring web resources are used to promote TCSOS's educational goals; and
6. Assuring web resources are of the highest quality and are organized, well-designed, and easy to navigate.

Unacceptable behaviors include but are not limited to:

- creation and transmission of offensive, obscene, or indecent material;
- creation of defamatory material;
- plagiarism;
- infringement of copyright, including software, published texts, and student work; political and/or religious proselytizing; transmission of commercial and/or advertising material;

- creation and transmission of material that a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

TCSOS employees must follow TCSOS protocols when using TCSOS technological resources. Modification of such resources must be accomplished with guidance and support provided by the Technology Services Department. For example, a TCSOS employee **may not**:

- download and install software, without prior communication from the Technology Services department.
- intentionally interfere with the normal operation of the network, including the propagation of computer viruses and unsanctioned high-volume network traffic that substantially hinders others in their use of the network. This includes causing congestion or disruption of the TCSOS network through inappropriate downloads of large files, streaming audio/video, or other such activities.
- examine, change, or use another person's files, output, records without explicit authorization.
- log into a computer, or the email system as another user. Passwords will not be shared with anyone.
- perform any other inappropriate uses identified by the network administrator.

TCSOS employees, during the performance of duties, must obey all applicable laws and must follow rules of professional conduct. TCSOS is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students regarding education records. TCSOS is committed to meeting the provisions established in the Health Insurance Portability and Accountability Act (HIPAA), which protects the rights of students and employees regarding protected health information. When technology resources are used to transmit confidential information about students, employees, and/or TCSOS business, all appropriate safeguards must be used. Installation of VPN software, or the use of proxies to bypass the content filter, is prohibited.

TCSOS is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, TCSOS uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation and E-Rate[1], TCSOS addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism. TCSOS

provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals on social networking sites and in chat rooms, cyber bullying awareness and response, and protecting online privacy and avoiding online predators.

A TCSOS employee, acting in an individual capacity and outside the scope of employment, may, during nonworking time, express views and opinions that do not necessarily state or reflect those of TCSOS. Any such expression shall neither state nor imply that it is made on behalf of TCSOS. A TCSOS employee shall not communicate information otherwise prohibited by TCSOS policy or procedures using technological resources.

A TCSOS employee has no specific ownership or possessory right in the technological resources used or in the information stored or created therein. A TCSOS employee does not have an expectation of privacy in workplace electronic communications. Computer files and communications over electronic networks, including e-mail, voice mail, and Internet access, are not private. To ensure proper use, the Superintendent/designee may monitor TCSOS's technological resources, including but not limited to e-mail, voice mail systems, and Internet usage, at any time without advance notice or consent and may copy, store, or delete any electronic communication or files and disclose them to others as it deems necessary or required by law including but not limited to retrieval of information in response to the Public Records Act; retrieval of records in compliance with the Pupil Record Act, Education Code section 49062, et seq., FERPA and AB 1584; and/or to fulfill statutory duties and Board policies to maintain public records. A TCSOS employee acting within the scope of employment, should conduct TCSOS business only on TCSOS sanctioned systems. A TCSOS employee may not consume time on non TCSOS business, and the employee's use of TCSOS equipment is expected to be related to TCSOS's goals of educating students and/or conducting TCSOS business. TCSOS recognizes, however, that some personal use is inevitable and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with TCSOS business, and is not otherwise prohibited by TCSOS policy, procedure, or statute. TCSOS provides a "guest" wireless network for the use of personal devices. TCSOS employees may not connect personal devices to the wired network. A personal device is defined as a device not issued by TCSOS.

Although TCSOS will make a concerted effort to protect staff from adverse consequences resulting from use of TCSOS technology resources, all users must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities. Users are ultimately responsible for their actions in accessing and using TCSOS computers and/or mobile devices and the TCSOS network. TCSOS accepts no liability relative to information stored and/or retrieved

on TCSOS-owned technology resources. TCSOS accepts no liability for employee-owned technology resources used on TCSOS property.

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Acknowledgement

TCSOS employees are expected to review, understand, and abide by the policies described in this document and the accompanying procedures provided by the Technology Services Department. The employee's signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign TCSOS's Acceptable Use Agreement annually. TCSOS supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Policies are kept on file at TCSOS. Any employee who violates any provision of this Acceptable Use Agreement shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities.

I have read and understand this Acceptable Use Agreement.

Employee Name: _____
(printed)

Employee Signature: _____

Date: _____

[1] Part of the Telecommunications Act of 1996, E-Rate is a FCC program operated by Universal Service Administrative Company (USAC) that provides discounts for schools and libraries for telecommunication and Internet access services through Universal Service Funds. Discount eligibility is based on the poverty level of students and urban/rural status of the school.