

ACCEPTABLE USE OF TECHNOLOGY AND ELECTRONIC INFORMATION RESOURCES

Online/Internet Services: User Obligations and Responsibilities

Unacceptable Uses

The following use of District Technology is unacceptable and in violation of this Board Policy:

1. Activities that violate any federal, state, or local law or District Policy.
2. Downloading or distributing non-licensed software or additional copies of licensed software that exceed the number licensed by the District. Copyrighted information or software for which the District does not have specific approval to store and/or use must not be stored on District Technology.
3. Propagating computer viruses.
4. Downloading, displaying, soliciting, archiving, storing, distributing, editing, or recording sexually explicit messages or images, including but not limited to, pornography or other visual depictions that are harmful to minors as defined in the Children's Internet Protection Act, 47 U.S.C. 254.
5. Downloading entertainment software or games, except as may be directly related to an employee's job duties (e.g., instructional materials).
6. Downloading or installing any Internet/Intranet screen saver programs.
7. Disseminating printing, or sharing copyrighted materials, including articles and software in violation of copyright laws.
8. Operating a business or soliciting money for personal gain. Using District Technology for any activity that is commercial in nature not related to work at the District, such as consulting services, typing services, developing software for sale, advertising products, and/or other commercial enterprises for personal financial gain.
9. Using District Technology to defame or act abusively toward others or to provoke a violent reaction, such as stalking, acts of bigotry, threats of violence, or other hostile or intimidating "fighting words." Offensive or harassing statements or language, including disparagement of others based on their race, ethnicity, religion, national origin, veteran status, ancestry, disability, age, sex, sexual orientation, or other protected characteristic.

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10. Gambling or engaging in any other activity in violation of local, state, or federal law.
11. Accessing or viewing information that promotes terrorism, espionage, theft or illegal drugs except in the course of legitimate research.
12. Making threats against any person or persons or engaging in any type of terrorist activity.
13. Urging the support or defeat of a political candidate or ballot proposition.
14. Disseminating, posting, or otherwise making available confidential, sensitive, or private information pertaining to students or employees to individuals who are not legally authorized to receive the information. Sensitive District material transmitted over the Internet (with authorization) shall be encrypted.
15. Disseminating defamatory information.
16. Unnecessary or unauthorized Technology usage that causes or attempts to cause, damage to or interference with any Technology, network or server, either locally or on any network that disrupts the instructional or work environment. Knowingly running, installing or giving to another user, any program on any computer system or network with the intended purpose of damaging or placing excessive load on a computer system or network used by others. Performing an act without authorization that will interfere with the normal operation of District Technology. Disguising, misrepresenting, or concealing the identity of a computer system connected to the District network. Attempting to circumvent data protection schemes or uncover security loopholes without prior written consent of the appropriate authority.
17. Attempting to monitor or tamper with another user's electronic communications or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the user, except as otherwise permitted under this Board Policy.
18. Using or assisting another to use an account or obtain a password without appropriate authorization.
19. Employing, either directly or by implication, a false identity when using an account or other electronic resource or posting or sending an anonymous communication. This includes sending unauthorized mail that appears to come from someone else as well as posting or otherwise disseminating materials which misrepresent the identity of the sender.

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20. Providing students with access to confidential materials, including but not limited to grades, archives, test materials, or other inappropriate information.
21. Streaming video or audio content for purposes other than legitimate District business or instructional purposes.
22. Posting on electronic bulletin boards, Web pages, or any other computer network-based dissemination channel, any materials that violate District Policy or codes of conduct.
23. Using District networks to gain, or attempt to gain, unauthorized access to any computer system.
24. Facilitating or allowing use of a computer account, password, and/or network access or resources by any unauthorized person.
25. Posting an anonymous message or using web-based proxies/anonymizers or software that attempts to make online activity untraceable.
26. Sending emails or information that disrupts the instructional or work environment

Each staff member will be provided with a copy of the Board Policy and Administrative Regulation (if applicable) governing the use of technology and access to electronic resources. All staff members are to read the guidelines governing acceptable use of technology and electronic information resources in the District and agree to comply with the stated rules and the District's Internet guidelines. Staff members may not hold the District responsible for materials acquired on the Internet, for violations of copyright restrictions, mistakes or negligence, or any costs incurred by the staff member.

Regulation Adopted: December 5, 2005

Regulation Revised: November 5, 2007; June 18, 2012