## Corcoran Unified School District
## Employee Technology Use Agreement *6/16*

With access to the Internet, staff (referred to as "users") must understand and practice proper ethical use. All users must understand their responsibilities regarding procedures, policy, and security before using the network.

### Important General Use Guidelines

1. All software installed on any computer must be approved by the district and proof of licensing must be on file with the Technology Department.
2. Only websites that are related to work, instruction, or research are authorized for use.
3. All Games are strictly forbidden from use unless they are educationally related to the curriculum being taught and approved in advance by administration.
4. Streaming video and audio is not authorized unless educationally or instructionally related.
5. All music and file sharing programs used to access or download unlicensed software, movies, music, etc. are banned from use.
6. File storage on campus computer systems is to be used for educational, instructional, or work-related use only. Do not store games, videos, inappropriate pictures, hacking utilities, etc. on any computer or network resource.
7. Any unauthorized access or attempted access to the student records information system will result in strict disciplinary action.
8. The use of any CUSD name on unauthorized web pages, email messages, chat rooms, or message boards is prohibited.
9. No staff member shall access inappropriate material via the Internet while on campus and using school resources. This includes, but is not limited to, pornographic sites, child pornography, racist sites, illegal activities, and any other site that is unlawful, immoral, or unethical. This policy includes all technology resources such as computers, iPads, phones etc.

Users must never share their accounts with other users. Users are responsible for the accounts they have been issued. Therefore, it is extremely important that the password issued to the user be kept confidential to ensure proper network security.

Users are restricted from downloading, storing, or using any program designed to exploit network vulnerabilities. Copyrighted material such as music, pictures, media files, and programs shall not be downloaded or stored on any campus computer without proof of purchase or written consent from the owner. Any user identified as intentionally sending or infecting computers with a Virus or Trojan will be subject to disciplinary action and/or legal action. All users must understand, the network and computers are the property of the school district, which can and will be monitored for content and usage.

### Employee Technology Use Agreement

The purpose of this Acceptable Use Agreement ("Agreement") is to ensure a safe and appropriate environment for all users. This Agreement notifies users about the acceptable ways in which District Technology may be used. The Corcoran Unified District ("District") recognizes and supports advances in technology and provides an array of technology resources for users to use to enhance learning and education. While these technologies provide a valuable resource to students, it is important that users' use of technology be appropriate for school purposes.

Only Users of District Technology who submit a signature acknowledging receipt and agreement to the terms of use outlined in this Agreement are authorized to use District Technology.

Terms of Use

Acceptable Use: District users are only permitted to use District Technology for purposes which are safe (pose no risk to students, employees or assets), legal, ethical, do not conflict with the mission of the District, and are compliant with all other District policies. Usage that meets these requirements is deemed "proper" and "acceptable" unless specifically excluded by this policy or other District policies. The District reserves the right to restrict online destinations through software or other means.

Additionally, the District expressly prohibits:

Using District Technology for commercial gain;
Accessing District Technology for the purpose of gaming or engaging in any illegal activity;
Transmission of confidential information to unauthorized recipients;
Inappropriate and unprofessional behavior online such as use of threats, intimidation, bullying or "flaming";
Viewing, downloading, or transmission of pornographic material;
Using District Technology for the creation or distribution of chain emails, any disruptive or offensive messages, offensive comments about race, gender, disabilities, age, sexual orientation, religious beliefs/practices, political beliefs, or material that is in violation of harassment or violence laws or policies;
Significant consumption of District Technology for non-school related activities (such as video, audio or downloading large files) or

excessive time spent using District Technology for non-school purposes (e.g. shopping, personal social networking, or sports related sites);
Knowingly or carelessly performing an act that will interfere with or disrupt the normal operation of computers, terminals, peripherals, or networks, whether within or outside of District Technology (e.g., deleting programs or changing icon names) is prohibited;
Infringe on copyright, license, trademark, patent, or other intellectual property rights; or
Disabling any and all antivirus software running on District Technology or "hacking" with District Technology.

Accountability: Users are prohibited from anonymous usage of District Technology. In practice, this means users must sign in with their uniquely assigned District User ID before accessing/ using District Technology. Similarly, "spoofing" or otherwise modifying or obscuring a user's IP Address, or any other user's IP Address, is prohibited. Circumventing user authentication or security of any host, network, or account is also prohibited.

Disclaimer: The District cannot be held accountable for the information that is retrieved via the network. The District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the District Systems, System Administrators or your own errors or omissions. Use of any information obtained is at your own risk. The District makes no warranties (expressed or implied) with respect to: (a) the content of any advice or information received by a student, or any costs or charges incurred as a result of seeing or accepting any information; or (b) any costs, liability, or damages caused by the way the student chooses to use his or her access to the network.

Google Apps in Educational Applications: The District is offering Users a free educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as "cloud computing" where services and storage are provided over the Internet. The District, through Google Apps for Education, offers email services to our staff and students.

Password Policy: Passwords must not be shared with anyone and must be treated as confidential information. Passwords must be changed as often as required by the District's IT department. All Users are responsible for managing their use of District Technology and are accountable for their actions relating to security. Allowing the use of your account by another user is also strictly prohibited. All passwords created for or used on any District Technology are the sole property of the District. The creation or use of a password by a users on District Technology does not create a reasonable expectation of privacy.

Responsibility: Users are responsible for their own use of District Technology and are advised to exercise common sense and follow this Agreement in regards to what constitutes appropriate use of District Technology in the absence of specific guidance.

Revocation of Authorized Possession: The District reserves the right, at any time, for any reason or no reason, to revoke a User's permission to access, use, or possess District Technology.

Restriction of Use: The District reserves the right, at any time, for any reason or no reason, to limit the manner in which a User may use District Technology in addition to the terms and restrictions already contained in this Agreement.

Third-Party Technology: Connecting unauthorized equipment to the District Technology, including the unauthorized installation of any software (including shareware and freeware), is prohibited.

Personally Owned Devices: Non district owned computer equipment must have prior approval for connection to the CUSD network. If a users uses a personally owned device to access District Technology or conduct District business, he/she shall abide by all applicable Board policies, administrative regulations, and this Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting: If a users becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of District Technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation: Violations of the law, Board policy, or this Agreement may result in revocation of a users' access to District Technology and/or restriction of his/her use of District Technology and/or discipline, up to and including loss of job. In addition, violations of the law, Board policy, or this Agreement may be reported to law enforcement agencies as deemed appropriate.

Enforcement

Record of Activity: User activity with District Technology may be logged by System Administrators. Usage may be monitored or

researched in the event of suspected improper District Technology usage or policy violations.

Blocked or Restricted Access: User access to specific Internet resources, or categories of Internet resources, deemed inappropriate or non-compliant with this policy may be blocked or restricted. A particular website that is deemed "Acceptable" for use may still be judged a risk to the District (e.g. it could be hosting malware), in which case it may also be subject to blocking or restriction.

No Expectation of Privacy: Users have no expectation of privacy regarding their use of District Technology. Log files, audit trails and other data about user activities with District Technology may be used for forensic training or research purposes, or as evidence in a legal or disciplinary matter. Users are on notice that District Technology is subject to search and seizure in order to facilitate maintenance, inspections, updates, upgrades, and audits, all of which necessarily occur both frequently and without notice so that the District can maintain the integrity of District Technology. All data viewed or stored is subject to audit, review, disclosure and discovery. Such data may be subject to disclosure pursuant to the Public Records Act (California Government Code section 6250 et seq.). Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by District Technology for sending or receiving private or confidential electronic communications. System Administrators have access to all email and will monitor messages. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities and/or District personnel.

The District reserves the right to monitor and record all use of District Technology, including, but not limited to, access to the Internet or social media, communications sent or received from District Technology, or other uses within the jurisdiction of the District. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Users should be aware that, in most instances, their use of District Technology (such as web searches or emails) cannot be erased or deleted. The District reserves the right to review any usage and make a case-by-case determination whether the User's duties require access to and/or use of District Technology which may not conform to the terms of this policy.

Specific Consent to Search and Seizure of District Technology: The undersigned consents to the search and seizure of any District Technology in the undersigned's possession by the District, the District's authorized representative, a System Administrator, or any Peace Officer at any time of the day or night and by any means. This consent is unlimited and shall apply to any District Technology that is in the possession of the undersigned, whenever the possession occurs, and regardless of whether the possession is authorized. The undersigned waives any rights that may apply to searches of District Technology under SB 178 as set forth in Penal Code sections 1546 through 1546.4.

Definitions

*Blogging*
An online journal that is frequently updated and intended for general public consumption.

*E-mail*
The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical e-mail clients include Microsoft Outlook.

*Chain e-mail*
E-mail sent to successive people. Typically, the body of the note has directions to the reader to send out multiple copies of the note so that good luck or money will follow.

*Flaming*
The use of abusive, threatening, intimidating, or overly aggressive language in an Internet communication.

*Hacking*
Gaining or attempting to gain unauthorized access to any computer systems, or gaining or attempting to gain unauthorized access to District Technology.

*District Technology*
All technology owned or provided by the District to authorized users, including Internet/Intranet/Extranet-related systems, computer hardware, software, Wi-Fi, electronic devices such as tablet computers, USB drives, cameras, smart phones and cell phones, telephone and data networks (including intranet and Internet access), operating systems, storage media, wireless access points (routers), wearable technology, PDA's, network accounts, web browsing, blogging, social networking, and file transfer protocols, email systems, electronically stored data, websites, web applications or mobile applications, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through District-owned or personally owned equipment or devices.

*Instant Messaging*
A type of communications service that enables the creation of a kind of private chat room with another individual in order to communicate in real time over the Internet.

*Internet Resources*
Websites, instant messaging applications, file transfer, file sharing, and any and all other Internet applications and activities using either standard or proprietary

network protocols. Examples of websites that pose a risk to the District, or are counter to its mission, are malware repositories, sites advocating violence against civil society or against persons based on race, religion, ethnicity, sex, sexual orientation, color, creed or any other protected categories, sites offering gambling activities or that are pornographic in nature.

*IP Address*
Unique network address assigned to each computing device connected to a network to allow it to communicate with other devices on the network or Internet.

*Malware*
Malware is any software, application, program, email or other data or executable code which is designed to cause harm to a network or computer or violate any law, statute, policy or regulation in any way. Examples of harmful activity or intent are theft of personal information or intellectual property by phishing or other means, hacking, violation of copyright law (distributing or copying written material without proper authorization), propagation of Spam e-mails, harassment, extortion, denial of service and facilitating access to illegal content (pornography, gambling, etc.). Accessing or storing malware is expressly prohibited unless authorized for research or forensic purposes by appropriately authorized and designated employees.

*Mobile devices*
Cellular phones, Blackberry type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, notebooks, tablets and netbooks as well as portable storage devices, including those not owned by the District.

*Network*
Any and all network and telecommunications equipment, whether wired or wireless, controlled or owned by the District which facilitate connecting to the Internet.

*Phishing*
Attempting to fraudulently acquire sensitive information by masquerading as a trusted entity in an electronic communication.

*Sensitive information*
Classified as Protected Health Information (PHI), Confidential Information or Internal Information.

*Spam*
Spam is unsolicited nuisance Internet E-mail which sometimes contains malicious attachments or links to websites with harmful or objectionable content.

*Spoofing*
IP Address spoofing is the act of replacing IP address information in an IP packet with falsified network address information. Each IP packet contains the originating and destination IP addresses. By replacing the true originating IP address with a falsified address a hacker can obscure their network address and hence, the source of a network attack, making traceability of illegal or illegitimate internet activity extremely difficult.

*System Administrator*
District employees whose responsibilities include District Technology, site, or network administration. System Administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, auditing District Technology, and keeping District Technology operational.

*Unauthorized Disclosure*
The intentional or unintentional act of revealing restricted information to people, both inside and/or outside the District, who do not have a need to know that information.

*User or Users*
Individual(s) whether students or employees, full or part-time, active or inactive, including interns, contractors, consultants, vendors, etc. who have used District Technology, with or without the District's permission.

*User ID*
Uniquely assigned Username or other identifier used by a student to access the District network and systems.

Acknowledgment

I have received, read, understand, and agree to abide by this Agreement and other applicable laws and District policies and regulations governing the use of District Technology. I understand that there is no expectation of privacy when using District Technology. I hereby release the District and its personnel from any and all claims and damages arising from my use of District Technology or from the failure of any technology protection measures employed by the District. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name (Please print) _____

School: _____

Signature: _____ Date: _____

**Cross Reference BP/AR4040 & BP/AR6163.4**