



TECHNOLOGY RESOURCES ACCEPTABLE USE AGREEMENT

Employee

Introduction

Technology resources are available to employees in the Davis School District (DSD). Technology resources include, but are not limited to, hardware, software, data, electronic textbooks and materials, electronic devices, printers, servers, filtered Internet access, and local and wide area networks. This Agreement contains *rules and guidelines* for the acceptable use of technology resources. All activities conducted using DSD technology resources are governed by this Agreement and include, but are not limited to email, voice mail, Internet, network files or accounts available to employees of DSD.

Purpose

DSD provides technology resources for employee use to *promote efficiency and excellence* in the workplace by facilitating resource sharing, innovation, communication, cooperation, and collaboration.

Privilege

The use of technology resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of termination) and/or referral to legal authorities. The site administrators/supervisor or systems administrator may limit, suspend, or revoke access to technology resources.

Filtering and Monitoring

As required by the Children's Internet Protection Act (CIPA), *content filtering and monitoring* technology is used to restrict access to unacceptable materials on all Internet access provided by DSD. However, no web filtering technology is 100% safe. Employees who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or Internet sites with electronic devices, both DSD owned and privately-owned, while on public school premises and, DSD own devices wherever devices are used, will be subject to discipline; which may include the possibility of termination.

DSD has the right to monitor, inspect, copy, review and store any and all usage of DSD technology resources including transmitted and received information at any time and without prior notice.

Under Utah law all DSD owned devices shall have internet filtering software installed. DSD is authorized to require, and employees shall, make devices available for verification and maintenance of filtering software. Any attempt to disable or bypass filtering software is a violation of this Agreement and may subject the employee to discipline; which may include the possibility of termination.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Employees are required to give proper credit to all Internet sources used in work products, whether quoted or summarized. This includes all forms of media from the Internet such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism. In addition, students must follow

copyright laws regarding software, authorship, and copying information.

Code of Conduct

When using DSD technology resources, ***employees have the responsibility*** to assure all shared information meets the standards set forth in DSD rules, regulations, and policies. These rules include, but are not limited to:

Be polite and respectful. Never send, or encourage others to send abusive messages.

Use appropriate language and graphics. Don't access, transmit, copy, or create material or messages that are threatening, rude, discriminatory, or meant to harass or cyber-bully. Swearing, vulgarities, suggestive, obscene, belligerent, or abusive language of any kind is not acceptable.

Use resources for appropriate educational, business, and research purposes. Illegal or inappropriate activities, or transmission or intentional receipt of any inappropriate material in violation of law or DSD policy is prohibited.

"Inappropriate material" includes, but is not limited to: design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; harassment; pornography; gambling; illegal solicitation; stolen materials; political lobbying; commercial activities including product advertisement; political lobbying; illegal copies of copyrighted work; spam, chain letters, or other mass unsolicited mailings.

Security

Use only assigned accounts. Assigned accounts must be used in support of education, business, and research and/or within the education, professional or personal employment goals, roles, responsibilities and objectives of DSD. Do not use another individual's account or log onto the system as the systems administrator. **Protect passwords.** Never view, use, or copy other's passwords or share your passwords with others. **No "hacking" or vandalism.** Don't access, modify, delete, destroy, or damage data, networks, or other resources or property that does not belong to you without clear permission of the owner. This also includes, but is not limited to: abusive overloading of data on the server, use of the network in any way that would disrupt network use by others; or the uploading, downloading or creation of computer viruses.

Privacy and Safety

Don't distribute or post private information about yourself or others. This includes home address, personal phone numbers, passwords, credit card numbers, student id, or social security number, etc.

When publishing on the Internet/Intranet using DSD technology resources, employees must abide by the approved Davis School District – Internet/Intranet Publishing Guidelines.

Report Violations

Employees must report all security concerns, inappropriate activities, or misuse of DSD technology resources immediately to the principal, supervisor, or systems administrator. This includes the receipt of messages relating to or in support of illegal activities or that may be threatening or upsetting.

Agreement and Responsibility

EMPLOYEE:

I have read this Acceptable Use Agreement and agree to comply with the conditions of acceptable use and to report any misuse of DSD technology resources to the appropriate administrator. I understand any violations of the above provisions may result in the loss of use of DSD technology resources and may result in further disciplinary action, including but not limited to, termination, and/or referral to legal authorities.

Employee Name (please print): _____

Employee Signature: _____ Date: _____