

**Acceptable Use Agreement
Terms and Conditions for Computer Use, Network Access, and Internet Use**

PURPOSE

This policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at Pasadena Unified School District (PUSD). Use of such technology is a necessary, innate element of the PUSD educational mission, but technology is provided to staff and students as a privilege, not a right. PUSD seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

Each user of the District's Computer Systems, local and wide area networks, and the internet agrees to the following conditions:

1. Never write or share your password!
2. All network communication must be polite, kind, and free from inappropriate language. As with other forms of communication, E-Mail may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of or reception of material that is threatening, obscene, disruptive, sexually explicit, protected as a trade secret, classified by an agency of the federal government, or that harasses or disparages others based upon race, national origin, sex, sexual orientation, age, disability, religion, or any materials promoting the use of drugs, alcohol or tobacco may subject the individual to disciplinary action.
3. The transmission of copyrighted materials without the written permission of the author or creator through District network resources in violation of U.S. copyright law is prohibited.
4. Access to the District's computers, networks, E-Mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. District Users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.
5. E-Mail and computer files are not guaranteed to be private. The District reserves the right to access E-Mail and files in order to engage in routine computer maintenance, to carry out internal investigations, to prepare responses to requests for public records, or to disclose messages, data or files to law enforcement authorities.
6. No attempt to tamper with other people's data or to gain unauthorized access to computer systems or accounts on the Internet is permitted. Unauthorized attempts to access another person's E-Mail or similar electronic communications or to use another's name, E-Mail or computer address or workstation to send E-Mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
7. Modifications to District's computers (hardware or software) will not be made without approval of the system administrator. All software loaded to the District's computer systems will be properly licensed.
8. All users must understand that the District cannot guarantee privacy or confidentiality of

**Acceptable Use Policy
For Employees**

E4040

electronic documents, and any messages that are confidential as a matter of law should not be communicated over E-Mail.

9. District network resources may not be used for commercial purposes or for personal financial gain. Personal addresses, phone numbers, and financial information shall not be included in network communication.
10. E-Mail shall be read regularly.

**Pasadena Unified School District
Technology Acceptable Use Contract for PUSD Employees**

As an employee of the Pasadena Unified School District, hereinafter referred to as "PUSD", I, _____, recognize and understand that the district's email systems are to be used for conducting the district business only.

I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized PUSD representative.

I am aware PUSD reserves the right to review, audit, intercept, access, and disclose all matters on the district's e-mail systems and serves at any time, with or without employee notice or consent, and that such access may occur during or after working hours.

I acknowledge that, as a large district, it is cost effective for PUSD communications to be sent out solely via email and will therefore, check my District provided email account daily for important communications.

I am aware that use of an PUSD provided password or code does not restrict the district's right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including termination or discharge from employment.

I agree that it is not permissible to store personal files (including audio and image files) on my computer or network account and such files may be deleted at any time without notice.

I acknowledge that I have read and that I understand the PUSD Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. I acknowledge that I have read and that I understand this notice and that a copy of the entire policy has been provided to me. Refusing to sign does not negate my responsibility to abide by the policies and procedures as set forth above and in the policy as revised.

Choosing not to adhere to the policies set forth above is cause for suspension of all computer and Internet privileges.

Signature

Date