

Cumberland County Schools
ACCEPTABLE USE POLICY
Guest/Vendor Access
TECHNOLOGY AND ELECTRONIC
INFORMATION RESOURCES



Summary

The Cumberland County School District provides **guests and vendors** with wireless access to educate, motivate, and accomplish necessary tasks while visiting the district. The goal of Cumberland County School District is all technology will be used in a safe and productive manner. This document provides guidance toward that goal.

This policy applies to all **guests and vendors** whose jobs require access to electronic information resources and technology.

Ownership

Data produced while using district resources is the property of the Cumberland County School District. These records are subject to open records requests. District or administrative personnel have the right to turn any inappropriate files over to the proper authorities.

Responsibility

The IT Department is responsible for assuring that **guests and vendors** within the organizational authority have been made aware of the provisions of this policy, that compliance is expected and that intentional inappropriate use may result in denied access.

Each individual is responsible for his/her own actions and the actions of those he/she knowingly permits to use assigned resources.

Email

Third party email, such as Hotmail, Gmail, along with social networking sites (Facebook, Twitter, etc.) is blocked.

Personal Devices

Personal network devices are allowed when requested for educational/job related purposes and have been approved by the technology department. These devices must use the district computer network and internet content filtering program. Personal devices must be equipped with appropriate antivirus software.

Education

Technology access is provided to **guests and vendors** for approved job related and educational purposes only. Any other use is considered a violation of this acceptable use policy.

Community

Computer networks are communities. All users must respect the rights of others. The use of any software/equipment that consumes an unjustifiable amount of technology resources is considered a violation of the Acceptable Use Policy.

Legal Obligations

Users must adhere to all federal, state, and local laws/policies regarding the use of technology. These include but are not limited to:

701 JAR SL120 Prevention of Objectionable Material Transmitted to Schools via Computer

KRS 434.520 Unlawful Access to a Computer

KRS 434.845 Misuse of Computer Information

Criminal damage to Property Law Class D Felony KRS 512.020

Plagiarism and violations of copyright laws

Destruction of district equipment and/or data

Identifying Appropriate and Inappropriate Use

Decisions about appropriate and inappropriate use of information technologies are based upon the same criteria that guide decisions about appropriate and inappropriate use of other public assets. **For instance:**

- a. Public resources may not be used for private business or personal gain;
- b. Copyrights must be respected and authorship must be appropriately acknowledged;
- c. Vandalism, theft, prying, hacking, and willful destruction will not be tolerated; and passwords, personal access numbers, and security codes must not be exchanged or disclosed.
- d. Searching for pornography or other objectionable content is inappropriate.

Inappropriate behavior includes but is not limited to:

- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Using equipment/network for commercial purposes
- Intentionally loading malicious software on computers or network devices
- Extending or creating your own network

Consequences

Guests and vendors access to the wireless account will be revoked if these policies have been violated.

Procedures

All **guests and vendors** must sign an Acceptable Use Policy Form. Forms will be kept on file by the Chief Information Officer. The form is a binding document that guest access use of district technology will be appropriate and the consequences of inappropriate use.