

INSTRUCTION

Acceptable Use Policy (AUP) for Network and District Issued Devices

1. Introduction

This Acceptable Use Policy (AUP) applies to all students, staff, and other users of the network and district issued devices within the Kennewick School District. It sets forth guidelines for access to the district network and the use of district issued devices to ensure safe, secure, and effective use of these resources.

2. Acknowledgment and Consent

Informed Consent: By signing this AUP, users acknowledge they have been informed about the conditions of using the district's network (includes wired and wireless devices and peripheral equipment, files and storage, email, and Internet content) and agree to comply with all terms and guidelines.

Waiver of Privacy: Users agree that the district has the right to monitor and review all electronic communications and content on the network, including email and internet usage. Users waive any right to privacy or confidentiality related to their use of the network and district devices.

3. Responsible Use

Educational Purpose: The district's network should be used to support education in alignment with the district's mission and goals.

Appropriate Conduct: Users must conduct themselves in a responsible, ethical, and legal manner. For acceptable and unacceptable uses, see [2313 R Procedure](#).

4. Security Measures

Personal Responsibility: Users are responsible for safeguarding their passwords and account information. Any actions taken under a user's account can be treated as actions by the user.

Safeguarding Data: Sensitive student and staff data must only be stored on solutions provided and approved by the district. Sensitive data includes but is not limited to personal identification, educational records, and health information.

Monitoring and Filters: The district employs monitoring systems and filters as required by law to block access to inappropriate materials and to protect the network from security threats. See [2313 R Procedure](#).

5. Violations and Consequences

Accountability: Violations of this AUP can result in disciplinary action, including suspension or termination of access to electronic resources, legal action, and notification of law enforcement agencies if applicable.

Process for Handling Violations: Specific procedures for addressing violations are detailed in the district's disciplinary guidelines. See [3300 R3 Kennewick School District Discipline Matrix](#) (student) and [5270 General Staff Responsibilities & Conduct](#) (staff).

6. Signatures

User Agreement: All users must sign this AUP to gain access to the district's network resources.

Date

Signature