Computer/Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use Roseland School District (RSD) equipment to access the Internet or other online services in accordance with the user obligations and responsibilities specified below.

Employees recognize that electronic mail accounts and electronic information systems provided by RSD are not private and are not the personal property of the user. Email delivery is not guaranteed. Authorized personnel may conduct searches of RSD electronic information systems, email, employee workspaces, student workspaces, and network equipment at any time and without notice when deemed appropriate, including searches for work-related and investigatory purposes. Personal devices connected to RSD network or computing resources may also be searched when brought to or used at work.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times including when accounts are accessed remotely. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.

2. Employees shall use the system safely, responsibly, and primarily for work-related purposes. Employees are directed to ask any personal contacts to use their personal email address rather than their RSD email address. Remember, although email may seem like a private conversation, email can be printed, saved, and forwarded to unintended recipients. You should not send any thing in an email that you wouldn't want to appear in the front page of the local newspaper.

3. Employees shall not purposely access, post, submit, publish, link or display harmful or inappropriate matter that is threatening, obscene, disruptive, excessively violent, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.

6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

7. Employees shall not attempt to interfere with other users' ability to send or receive e-mail, nor shall they attempt to read, delete, copy, modify, or forge other users' e-mail. This includes the creation or promotion of spam, the distribution of viruses or potential viruses, and/or any attempt to bypass or interfere with the orderly operation of the RSD's network in any way.

8. Employees shall not develop any classroom or work-related web sites, blogs, wikis, forums, or similar online resources representing RSD or using RSD equipment or resources without written permission of the Superintendent or designee. Employees who develop online resources will regularly monitor them for appropriate content for as long as the resources are available online, including all content created by other users of the resource. Online

content created by employees containing photographs, video, or audio recordings of students or student work must meet RSD posting requirements including acquiring signed parent permission before posting. RSD retains the right to delete material on any such online resources. Employees who place such resources on the net shall be familiar with the requirements of the Family Educational Right to Privacy Act (FERPA) and shall take care to respect RSD policy and any state and Federal laws that pertain to student and individual confidentiality.

9. Users shall report any security problem or misuse of the services to the Superintendent or Designee. This includes any attempts to bypass, interfere with, or subvert any content filtering system implemented or adopted by RSD. Employees should not open emails or attachments or respond to correspondence from unknown sources. Even if you know the sender, do not open an email attachment that has a strange name or is not referenced in the body of the email -- it may have been transmitted automatically, without the sender's knowledge. If you believe your computer has been infected by a virus, worm, or other security threat to the system, you must inform the IT department immediately. User recognizes that communications on RSD computers and through a RSD e-mail address, even when used remotely, could reflect upon RSD.

10. Users recognize that RSD computer resources are not unlimited. User shall not deliberately perform acts that waste or unfairly monopolize resources to the exclusion of others. These acts include unnecessary use ofstorage, equipment, downloading or uploading of files, chat, casual access of streaming audio, video, and complex graphics files, and any other creation of loads on network traffic not associated with RSD business.

11. The transmission of information about students or RSD affairs shall adhere to the following:

- Confidential information should never be sent or forwarded to outside individuals or outside agencies not authorized to receive that information. This includes individuals within RSD who are outside your department unless there is a clear work-related purpose for doing so.
- Confidential messages and information should never be sent or forwarded to others, including faculty, staff and students who do not need to know the information.
- Confidential information should not be forwarded to multiple parties unless there is a clear and legitimate need to do so. Employees need to be aware that once an email or document is forwarded the sender loses all control over access to the information and document.
- Confidential email should not be retained in an employee's personal mailbox, but should be deleted as soon as possible. Records that need to be kept should be printed and retained according to appropriate policy or regulation.

12. Guidelines for Email Writing:

- Always spell-check or proofread your email messages.
- Use lowercase and capital letters in the same way that you would in a letter. Using all capital letters is the email equivalent of shouting at someone -- and it can be hard on the eyes. Failing to use capital letters at all (to begin a sentence or formal noun) can confuse readers.
- Remember your audience. Although email encourages informal communication, remember that your email can be forwarded to unintended recipients, some of whom may not appreciate joking comments or informalities.
- Don't use email for confidential matters. Again, remember the unintended recipient. If you need to have a confidential discussion, do it in person or over the phone.
- Carefully consider who really needs to see the message, and address it accordingly.
- Always think before you send. Resist the urge to respond in anger, to "flame" your recipient, or to get emotional. Although email gives you the opportunity to respond immediately, you don't have to take it.
- Always use the subject line and include a brief description, so readers will know what your email is about at a glance. This makes it easier for everyone to manage their email -- and makes a quick response more likely.
- Mark a message as urgent only if it is truly important and must be answered right away.

- Confidential messages from or to legal counsel should not be forwarded to others without counsel's authorization, since such messages may constitute privileged communications between RSD and its attorney.

NOTE: Confidential information includes, but is not limited to, Personal Information such as an individual's first name or first initial and last name, in combination with a Social Security number, driver's license number, California identification card number, account number, credit or debit card number; Medical Information, such as diagnosis, medical history, mental or physical condition or treatment plans; Health Insurance Information, such as the individual's health insurance policy number, or claims history; Personnel File Information; Student Records; or similar materials the disclosure of which would constitute an unwarranted invasion of personal privacy.

E-mail Retention and Disposal: E-mail stored on official RSD systems will generally be preserved for no longer than three (3) years after they have first appeared on the server. Log files associated with e-mail messages which generally provide a record of actual e-mail transactions, but not the e-mail content, will be kept for three (3) years. To the extent that an electronic document or information needs to be retained for a longer period of time or included in a file, the user is responsible for the appropriate retention of the information/document. It is the responsibility of the sender and recipient of these e-mail messages to determine the required retention period to comply with applicable RSD student and personnel records policies and procedures regarding record retention and to preserve these e-mail records either electronically or in printed form with all of the associated header and transmission information.

E-mail Users storing messages on RSD servers often have the capability to "archive" e-mail items to files. This effectively allows users to save any e-mail messages that they choose to save
for any length of time. These retention and disposal guidelines do not apply to e-mail archives and backups done by individuals.

In some cases e-mail correspondence and associated documents sent as attachments may be considered public records.

This agreement applies specifically to the requirements of the Superintendent Policies and Operation Procedures. The signature at the end of this agreement is binding, and indicates that the party who signs it has carefully read and understood the significance of this agreement's terms and conditions. No user has permission to access the Internet or use school RSD computers without this signed and dated agreement on file with the school and/or RSD.

I understand and will abide by the above Acceptable Use Agreement. I further understand that any violation of the regulation is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and RSD disciplinary action and/or appropriate legal action may be taken including possible suspension or termination.

Employee Signature:_____ Date:_____

Print Name Legibly:_____