# RIALTO UNIFIED SCHOOL DISTRICT

## Acceptable Use Policy for Computer & Internet Use

### NON-INSTRUCTIONAL STAFF

Dear Staff,

We are pleased to offer you access to the Rialto Unified School District computer network. To gain access, you must sign this form and return it to your site administrator.

**Purpose:** Access to the district network will enable you to access district information, explore online resources, and communicate with people in-district and throughout the world. These resources will be valuable tools in your duties and responsibilities as an employee in the Rialto Unified School District.

**Risks:** Although our district takes every precaution to keep you safe while using these resources, you should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. However, we believe that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, you are responsible for following District philosophy and acceptable use standards when using media, information, and communication resources.

#### DISTRICT INTERNET AND E-MAIL RULES

Employees are responsible for following generally accepted social standards for use of a publicly owned and operated communication tool. Examples of unethical, unacceptable use of District technology equipment include the following:

- ❑ Intentionally accessing or sending offensive messages or pictures
- ❑ Using obscene language
- ❑ Harassing, insulting, or attacking others
- ❑ Intentionally damaging computers, computer systems, or computer networks
- ❑ Violating copyright laws
- ❑ Using another's password or passwords you are no longer authorized to use
- ❑ Trespassing in another's folders, work, or files
- ❑ Intentionally wasting limited resources
- ❑ Employing the network for outside business, commercial, or gambling purposes

Individual users of the district computer networks are responsible for their behavior and communications on those networks. Violations of the district policy described will result in access privileges suspended or revoked as well as other disciplinary or legal action.

#### PRIVACY OF YOUR FILES

Network storage areas, including your email account, will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

*I have read and agree to abide by the District Acceptable Use Policy.*

| Signature | Print Name | Date |
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