

## Appendix D

### Staff Agreement/Network Security Policy Use of Electronic Information Resources

Arvin Union School District (revised and approved by the Board of  
Trustees December 12, 2006)

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**Please read this agreement carefully before signing. If you do not sign this agreement, you will not have access to a network account in the district.**

#### Terms and Conditions

1. **Personal Responsibility.** As an educator, I will accept personal responsibility for reporting any misuse of the network to the network administrator. Misuse may come in many forms, but it is commonly viewed as transmitting or receiving pornographic materials, unethical or illegal solicitation, racism, sexism and inappropriate language, transmissions by board members that violate the Brown Act, or other issues as described elsewhere in this document.
  
2. **Acceptable Use.** The use of my account must be in support of the educational goals and objectives of the Arvin Union School District. I am personally responsible for the use of my account at all times. I will not provide others access with or through my account. I am responsible for all actions on my account.
  - a. Transmission or use of any material in violation of United States or other states' regulations is prohibited. This includes copyrighted

material (such as software), obscene, harassing, or threatening material, or materials protected by trade secrets.

- b. Engaging in commercial activities by for-profit institutions is not permitted.
- c. Use of network or web sites to promote political viewpoints or endorse or advertise products is prohibited.

3. **Privileges.** The use of the electronic information system (network) is a privilege, not a right. Inappropriate use may result in actions listed on page three of this document. The administration of the Arvin Union School District may request that the network administrator deny, revoke or suspend specific user accounts. The network administrator or technology staff under the network administrator's direction may take steps needed to safe-guard the students, staff, and network and district data under federal and state provisions.

4. **Guidelines.** I will abide by the following guidelines, and to all other guidelines concerning the appropriate use of technology, as approved by the Board of Trustees of the Arvin Union School District.

- a. **Network Login.** All users must use their own network Username and Password at all times. If a network user believes that their Username and Password are known to others, they must immediately report this to the technology staff and request a change of their password. Users are prohibited from using any

account other than their own. Staff will monitor student use and require students to use their own classroom logins at all times while under their supervision.

- b. **Be Polite.** Never send abusive messages.
- c. **Use Appropriate Language.** Do not swear or use vulgarities.
- d. **Privacy.** Do not reveal any personal information, your home address or personal phone numbers or those of students or staff. Report to the network administrator any person who asks for personal information.
- e. **Electronic Mail.** Electronic mail is not guaranteed to be private. Any unsolicited mail (even from known sources) may contain viruses that will harm the network. Do not open such mail, especially mail with attachments. Delete it completely or ask your network administrator or technology staff to do so.
- f. **Internet Filtering Software.** Be aware that the district uses a proxy server with filtering software that attempts to exclude sites that are not desirable in an educational setting, specifically (but not limited to) pornographic sites, 'gross' sites, and other non-educational sites that display gratuitous violence or use obscene, demeaning or sexist language. The network administrator is responsible for maintaining the filter. If you find a site that should be filtered but is not, please contact the network administrator as soon as possible

with the address of the offending site. If you attempt to access a site that is blocked, you will generate an email to the network administrator with your network address. You may be contacted by your immediate supervisor in regard to this activity, or may receive appropriate disciplinary action. If you discover that a site is blocked that you feel is educationally useful, you may contact the network administrator and request that it is unblocked. If you have questions, contact the network administrator.

- g. **Installation of Software.** Do not install software without the approval of the network administrator or technology support staff. All software on workstations and servers require proper licensing. Use of screensavers or background graphics that are non-educational or are not consistent with an educational setting are not permitted.
- h. **Web Site Publishing.** Staff wishing to publish on the district web servers must first sign a “Web Publishing Agreement”.
- i. **Social Networking.** Accessing Social Networking websites within the network is prohibited. Such websites include, but are not limited to, myspace, Xanga, webshots, youthink, studentcenter, Hi5, and friendster. Teachers will inform the students of the dangers and problems associated with using social networking websites prior to the first use of the Internet. The district may choose to use an

internal web site to promote 'blogging' or other forms of communication for staff and students.

5. **Services.** The Arvin Union School District makes no warranties of any kind, whether expressed or implied, for services it is providing. The district will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or by your errors or omissions. Use of any information obtained via the system is at your own risk. The Arvin Union School District specifically denies any responsibility for the accuracy of information obtained through its services. The district does monitor computer use, remotely and locally.
6. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or of that of networks connected to the system. This may include making or using viruses on the network or workstations for this purpose. Vandalism also includes misuse or abuse of the equipment provided. Any vandalism or suspected vandalism should be reported immediately to the network administrator.

**Violations of this staff agreement will result in:**

1. Loss of network privileges and removal of equipment from classroom/work area.
2. Action may be taken by a supervisor or the district superintendent in accordance with legal requirements.

**Arvin Union School District Network User**

I understand and will abide by the provisions and conditions of this agreement. I agree to report misuse to the network administrator or my immediate supervisor.

Staff Name

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Staff Signature

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Date

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