

## NEWHALL SCHOOL DISTRICT EMPLOYEE ON-LINE RESOURCES RULES AND REGULATIONS

On-line resources are available to students in the Newhall School District. The District strongly believes in the educational value of these resources and recognizes the potential of the resource to support curriculum, and augment the educational process. Our goal is to provide these services to promote educational excellence by facilitating resource sharing, innovation and communication.

To allow an employee to participate in the use of the District On-Line Resources, these rules and regulations must be read carefully and signed by the employee and the employee's supervisor. The signed rules and regulations must be returned to the employee's supervisor. By signing and returning the rules and regulations, the employee is authorized by their supervisor to use the District On-Line Resources.

The employee of Newhall School District is prohibited from any misuse or abuse which may occur as a result of their use of the District On-Line Resources. Listed below are the Newhall School District On-Line Resources Rules and Regulations. If any employee violates these provisions, that employee's access will be restricted or denied and the employee may be subject to disciplinary or legal action. (See provision #5).

### ON-LINE RESOURCES RULES AND REGULATIONS

#### 1. PERSONAL RESPONSIBILITY

I understand that I am a representative of the Newhall School District. I accept personal responsibility for using the District On-Line Resources in an ethical and responsible manner. I also understand I am responsible for reporting any misuse of the District On-Line Resources to my immediate supervisor. Misuse can come in many forms, but is commonly viewed as any message(s), information, or pictures sent or received that constitute pornography, include unethical or illegal solicitation, ethnic, religious, racial or sexual harassment, inappropriate language and other issues some of which are described below. All the rules of conduct described in this document apply at all times when I am using the District's On-Line Resources.

#### 2. ACCEPTABLE USE

The use of an assigned account must be in support of the educational/administrative process and aligned with the educational/administrative goals and objectives of the Newhall School District. As a user of the District On-Line Resources, I am personally responsible for the following Rules and Regulations at all times. This includes, but is not limited to the following:

- a) I will abide by the rules applicable to any organization's network or computing resource I am using.
- b) I will use the District On-Line Resources properly, as directed by my supervisor for assignments, research, or other projects.

#### 3. UNACCEPTABLE USE

- a) Transmission of any material in violation of federal, state or local laws or Regulations is prohibited. This includes, but is not limited to:
  - (1) Copyrighted material, threatening or obscene material, or material protected as trade secrets.
  - (2) Participation in product advertisements or political lobbying.
    - i. Use of the District On-Line Resources for commercial activities by profit making institutions or other unauthorized individuals or associations.
- b) Signing on to an email account other than your NSD email account (**ex: hotmail, AOL, gmail, msn, etc..**)
- c) Unauthorized access. Do not gain unauthorized access to other users' files, data, or seek to gain unauthorized access to resources or entities. Access is limited to those sources needed to carry out educational endeavors.
- d) Personal gain. The network cannot be used for personal, financial or commercial gain.
- e) Transmission of material that is threatening, obscene, disruptive, sexually explicit, protected by trade secret, or that could be construed as harassment or disparagement of others based on their race,

- national origin, sex, sexual orientation, age, disability, religion, political beliefs is prohibited.
- f) Use of the system to encourage the use of drugs, alcohol, tobacco, or promotion of unethical practices or any activity prohibited by law or District policy is prohibited.
  - g) Fraudulent and/or personal use of the District's system is strictly prohibited.
  - h) Damaging computers, computer systems, or computer networks is prohibited. Any software having the purpose of damaging the District's or other user's system is prohibited.
  - i) Use of another person's password or trespassing in another's work or files is prohibited.
  - j) Computer equipment (hardware or software) may not be taken home or off school or District property without written permission.
  - k) In order to reduce unnecessary system traffic, system users may use real-time conference features such as talk/chat/Internet relay only as approved by the employee's supervisor.
  - l) Use of electronic information services for plagiarism is prohibited. "Plagiarism" is the taking of ideas or writing from another person and offering them as your own. Credit should always be given to the person who created the article or ideas
  - m) Allowing students to access the computer through a Teacher's user account
  - n) Installing Personal software whether it is burned, copied, or borrowed
  - o) Conducting business transactions using District email

#### 4. PRIVILEGE

I understand that the use of the District On-Line Resources is a privilege, not a right, and inappropriate use of my account may result in a restriction or cancellation of my privilege.

#### 5. DISCIPLINARY ACTION

The site system administrator(s) (operating under the Newhall School District Board Policy and Administrative Regulation 6163.4) has the authority to decide what is appropriate use or behavior on the District On-Line Resources. The supervisor or site system administrator(s) may close an account at any time deemed necessary. The administration may deny, revoke, or suspend use accounts.

#### 6. NETWORK ETIQUETTE AND PRIVACY

I will abide by accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a) **Be Polite.** Never send, or encourage others to send abusive messages.
- b) **Appropriate Language.** I am a representative of my school and the District a public network. I may be alone with my computer, but what I say and do can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden, and are subject to disciplinary action, including suspension and/or dismissal.
- c) **Confidentiality.** I will not reveal my home address or personal phone number or the address or phone numbers of students or colleagues. I will not reveal other personal information, such as my age, marital status, financial information. Pictures and/or names of students or colleagues shall not be used on district/site web pages.
- d) **Electronic Mail.** Electronic mail (e-mail) is not guaranteed to be private. If I know of any messages relating to or in support of illegal activities, I will report it to the supervisor or site system administrator.
- e) **Disruptions.** I will not use the network in any way that would disrupt use of the network by others. I will not read other users' mail or files or attempt to interfere with other users' ability to send or receive electronic mail. I will not attempt to read, delete, copy, modify, or forge other users' mail.
- f) I will not respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable.
- g) Home access is available but not supported by our IT staff. Home access is at the users own risk

## 7. SERVICES

Newhall School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages, including loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The District specifically disclaims any responsibility for the accuracy of information obtained through its services.

## 8. SECURITY

Security on any computer system is a high priority because there are so many users. If I identify a security problem, I will notify my supervisor or site administrator at once. I will never demonstrate the problem to other users. I will never use another individual's account without written permission from that person. All use of the system must be under my own account. I understand that any user identified as a security risk will be denied access to the information system.

## 9. VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy data or another user of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses or any harm to District equipment, materials, or data. Any vandalism will result in the loss of computer services, disciplinary action, including suspension and/or dismissal, legal referral, and the immediate loss of access to the system.

## 10. OTHER CONSIDERATIONS

I understand and will:

- Be brief in my communications. Unnecessarily long messages are undesirable.
- Try to minimize spelling errors and make sure my messages are easy to understand and read.
- Use accurate and descriptive titles for my articles. I will tell people what it is about before they read it.
- Select the most appropriate audience for my messages, rather than the largest audience.
- Remember that when posting messages to multiple groups to specify all of those groups in a single message.
- Cite references for anything I present as fact.
- Forgive the spelling and grammar errors of others.
- Remember that some things I may take for granted may be misunderstood by someone else, just as I can misunderstand what they are saying to me. I will remember that humor and satire are often misinterpreted and will be careful in my use of language.
- Remember that not everything presented to me is verified fact and it may indeed be incorrect or misleading. I will try to substantiate information I receive before I use it.