

DOWNEY UNIFIED SCHOOL DISTRICT  
Internet/Electronic Resources: Employees  
**Acceptable Use Agreement**

Site/Department: \_\_\_\_\_

**I have read the Downey Unified School District's Acceptable Use Agreement. I understand that any violation of the regulations or policies in the Acceptable Use Agreement is unethical and may constitute a criminal offense. If I violate any of the conditions in this agreement, my access privileges may be revoked and disciplinary action and/or legal action may be invoked. (Reference: Board Policy 4166 and 5273)**

Employee NAME:  
(Please Print)

\_\_\_\_\_

Last Name

First Name

Employee  
SIGNATURE:

\_\_\_\_\_

Date

\_\_\_\_\_

# Acceptable Use Agreement of Electronic Resources

This document sets forth the rights and responsibilities for all users of the Downey Unified School District's electronic resources, pursuant to Board Policy 4166 and 5273. Prior to using the District network or any District electronic resources, employees will participate in an orientation of the proper use of the network and electronic resources.

## **Educational Purpose**

The District Internet system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing education, professional or career development and high-quality, educationally enriching research.

The District Internet system has not been established as a public access service or a public forum. The District has the right to place restrictions on the material you access or post through the system. Pursuant to the Children's Internet Protection Act, the District has taken reasonable precautions to restrict access to harmful matter and materials that do not support approved educational objectives by installing a technology protection measure to avoid access to inappropriate material. You are also expected to follow the rules set forth in this policy, the employee disciplinary policy and regulations, and federal, state and local laws in your use of the District Internet system.

## **Access to Materials**

While electronic information resources offer tremendous opportunities of educational value, they may also present opportunities for illegal and unethical use. The following represent some of the uses that are prohibited by the District.

## **Inappropriate Use**

- Using the network in violation of federal, state and local laws
- Using the network to access peer-to-peer file sharing networks *such as* Kazaa, Limewire, Audio Galaxy, Bear Share and Morpheus
- Using the network for commercial advertising
- Using copyrighted materials in reports without permission
- Using the network to lobby for votes
- Using the network to access and or distribute a file that contains pornographic and/or illegal material
- Using the network to send/request material that is inflammatory
- Using the network to threaten, harass or post false or defamatory information about a person or organization
- Using the network to send/request material that is racist
- Creating and/or intentionally placing a computer virus on the network
- Using or copying commercial software in violation of its end user license
- Using the network to send/request materials that are inconsistent with the school's code of conduct
- Using the network to send/request materials that are sexist and/or contain obscenities
- Using the network to send/request student data for inappropriate use

- Using the network to provide addresses or other personal information that others may use inappropriately
- Using the network to make purchases or conduct other personal business during school hours
- Using the network to access, violence, nudity, sex, death, bodily functions, material designated as “for adults only” and material that promotes or advocates illegal activities
- Connecting or installing **unauthorized** equipment and/or devices to the network such as access points, routers, gateways, and non-District computers and peripherals
- Using any hardware or software that interferes with the District network
- Unauthorized access to the District network or student information system (i.e., Web Tools, online grade book)
- Using another user’s login/password for any reason.
- Disrupting the District network or any other computer system or destroying data by spreading computer viruses or by any other means

The inappropriate use of electronic information resources can be a violation of local, state and federal laws and may be subject to prosecution. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the District network. If inappropriate information is mistakenly accessed, it is the responsibility of the user to immediately report this to the appropriate teacher, administrator or to the District technology department.

### **Plagiarism and Copyright Information**

Works found on the Internet shall not be plagiarized. Plagiarism is taking the ideas or writings of others and presenting them as if they were one’s own. The rights of copyright owners will be respected in the use of materials found on, disseminated through, or posted to the Internet or District network. Copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced. Copyright law can be very confusing. Employees should direct questions on this subject to their supervisor(s).

### **System Security**

Security of the network infrastructure and computer systems is a high priority. If a user feels he/she can identify a security problem on the network, the user’s supervisor should be notified immediately. District staff should notify the Technology Department regarding any security issues. The problem should not be demonstrated to others.

### **Privacy and Safe Network Use**

There should be no expectation of privacy. All network use, including but not limited to email, data transfers, browsing and storage of electronic data on any District machine is subject to monitoring by the District.

For your personal safety and the safety of others:

- Do not reveal your personal information, or any other private or personal information about others under any circumstances.
- Electronic data marked “Confidential” shall not be forwarded or shared without permission of the original sender or owner of the document.

## **Vandalism**

Vandalism includes but is not limited to: any malicious attempt to harm or destroy hardware and/or data of the District or another user, the Internet, or other networks that are connected to the Internet. This includes the willful creation/distribution of computer viruses, willful destruction of data, and access of network infrastructure and equipment. Vandalism may result in the cancellation of privileges, disciplinary action and/or referral to the appropriate local, state and/or federal authorities. Individuals found to be responsible for acts of vandalism may be held financially liable for all costs related to repair and/or replacement of damaged equipment or services.

## **Penalties**

The use of the Downey Unified School District electronic information services is a privilege and inappropriate use may result in the loss of that privilege. Any user who is found to be in violation of these rules may be subject to some or all of following consequences:

- Verbal or written warning
- Suspension and/or termination of computer use privileges
- Referral to law enforcement authorities for criminal prosecution
- Other legal action, including action to recover damages and penalties
- Termination of employment

## **Limited Liability**

While the District will make every attempt to provide uninterrupted service, the District will not guarantee that the functions or services provided through the District Internet service will be without error. The District will not be responsible for any damage suffered, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Employees can be held financially responsible for any harm that may result from intentional misuse of the system. Employees may only use the system if they have signed the District Acceptable Use Agreement for Electronic Resources. **Use of this network implies understanding and agreement with all statements, standards and rules.**