

Mt. Diablo USD

**Administrative Regulation
Employee Use Of Technology
AR 4040
All Personnel**

EMPLOYEE RESPONSIBLE USE AGREEMENT

We are pleased to announce that Mt. Diablo Unified School District network and electronic information services are now available to students and teachers in our district who qualify as a result of participation in an orientation or training course. The Mt. Diablo Unified School District strongly believes in the educational value of such services and recognizes their potential to support student learning in our district. Our goal in providing these services is to promote educational excellence by providing equal access to technology district-wide for information sharing, facilitating resource sharing, innovation, and communication. Mt. Diablo Unified School District will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with network and electronic information services. Mt. Diablo Unified School District shall ensure that all district devices that utilize the MDUSD network have technology protection measures that prevents access to visual/audio depictions that are obscene or child pornography, and that the operation of such measures is enforced. Mt. Diablo Unified School District may disable the technology protection measure(s) during use by an adult to enable access for bona fide research or other lawful purpose. All users must be continuously on guard to avoid inappropriate and illegal interaction with the communication and information services.

This agreement is intended to specify user obligations and responsibilities and shall indemnify the district for any damages. Please read this document carefully. We must have your signed acknowledgment of the employee responsible responsible use policy before we can provide you with access.

Listed below are the provisions of this contract. If any user violates these provisions either at the work site or outside of work hours causing a disruption or violating the law, access to the information service may be denied and they may be subject to legal and/or disciplinary action.

Terms and Conditions of This Contract

1. **PERSONAL RESPONSIBILITY.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the site administrator. Misuse can come in many forms, but it is commonly viewed/heard as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, offensive language, and other issues described below as outlined in this agreement. Negative use of technology through MDUSD-owned devices inside or outside of our schools that degrades or defames other Users, or members of our community is unacceptable.

Regulation Mt. Diablo Unified School District

2. **PRIVILEGES.** The use of the communication and information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The use of technology whether owned by MDUSD or devices supplied by the Users entails personal responsibility. Each person who receives and/or shares an account must sign the responsible use agreement and by doing so expressly acknowledges they are bound by the terms and will participate in an orientation or training course with a designated Mt. Diablo Unified School faculty member employee as to proper behavior and use of the network. The Superintendent or his or her designees will decide what is appropriate use and their decision is final. The site administrator(s) may terminate access at any time deemed necessary. The administration, staff, or faculty of Mt. Diablo Unified School District may request that the site administrator deny, revoke, or suspend specific user access. The information system and its contents belong to Mt. Diablo Unified School District and not to any individual user.

3. **NETWORK ETIQUETTE AND PRIVACY.** You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a) Users should always use the Internet, network resources and the online sites in a courteous and respectful manner.
- b) Users should also recognize that among the valuable content online is unverified, incorrect or inappropriate content. Users should employ trusted sources when conducting research via the Internet.
- c) Users should always be polite and never send or encourage others to send abusive messages. Users as representatives of the district should use appropriate language for all social media and refrain from the use of the vulgarities or profanities or any other inappropriate language.
- d) Confidentiality: For your own privacy and the privacy of others, do not reveal your home address or personal phone number or the addresses and phone numbers of students, teachers, staff or colleagues.
- e) Disruptions. The network is not to be used in any way that would disrupt use of the network.
- f) Email is a widely used tool for conducting business in Mt. Diablo Unified School District. To assist with efficient communication, follow these guidelines when using district email:

1. Use the Subject line to clearly summarize your message. Properly titled messages help people organize and prioritize their e-mail. Avoid generic subject lines. If you are starting a new conversation, start a new email rather than using an old subject heading and message.

2. Be cautious with the CC (Carbon Copy) function. Overuse simply clutters inboxes. Copy only people who are directly involved.

3. Use the Reply to All button carefully. You may end up broadcasting your response to many more people than intended, which creates work for those who do not need to see your response.

4. Use of BCCs (Blind Carbon Copies) Do not forward or BCC Emails marked privileged or confidential, as they could violate FERPA or HIPAA.

5. Remember that email is not private. Never put in an email message anything that you wouldn't put on a postcard. Remember that email can be forwarded, so unintended audiences may see what you've written. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the site administrator. Illegal activities of any kind are strictly forbidden.

6. Keep messages brief and to the point. Concentrate on one subject per message whenever possible.

7. Use a signature that includes contact information to ensure that people know who you are.

8. Watch formatting. Do not overuse colors or graphics in your message, because not everyone uses an email program that can display them. Examples of these include “cute” pictures, non-standard fonts and colorful page backgrounds. Also, USING ALL CAPITAL LETTERS in email appears to be shouting.

9. Direct personal email to your home email account. District email resources are intended solely for MDUSD-related business.

10. Don't send chain letters, virus warnings, or junk mail. Always check a reputable antivirus web site or the TIS department before sending out an alarm.

12. BE POLITE. Never send, or encourage others to send, abusive messages.

4. SERVICES. The Mt. Diablo Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Mt. Diablo Unified School District will not be responsible for any damages suffered while on this system(s). These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system(s) is at your own risk. Mt. Diablo Unified School District specifically disclaims any responsibility for the accuracy of information obtained through this service.

5. SECURITY. Security on any computer system is a high priority because there are so many users. The district has the right to restrict or terminate Network and Internet access at any time for any reason. The district further has the right to monitor Network activity in any form that it sees fit to ensure proper use of the Network. If you identify a security problem notify the site administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. Employees using the Mt. Diablo Unified School District network accounts at work or away from work must secure the level of access by never allowing a student, or anyone else, to use their computer while they are logged on to it. In addition, an employee is forbidden to give permission to another individual to use his or her password. The level of access that Mt. Diablo Unified School District employee's log on has can allow others to load files and other executable applications that could harm or pry into that user's passwords or other confidential information. Employees should log off or lock

your computer when not in use.

In addition, staff members who supervise students, control electronic equipment or otherwise have occasion to observe student use of social media devices shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the district.

Any user identified as a security risk will be denied access to the network and electronic information/communication systems and services.

Unless employees receive specific written permission from the Superintendent or his/her designee, employees are directed never to transmit social security numbers via email or possess social security numbers without encryption. The District also discourages potential employees and third-parties from transmitting social security numbers through email.

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

I hereby certify that I have read and reviewed the Responsible Use Agreement and read and reviewed the Technology Use Policy and will adhere to the conditions outlined in this document.

Employee Name (Please Print) _____ ID _____
Employee Signature _____ Date _____