

PURPOSE

The Caldwell School District relies on its computer network to conduct business and further the educational goals for its students and teachers. To ensure that its computer resources are used properly by employees, independent contractors, agents, and other computer users, the District has created this Computer Use Policy. The rules and obligations described in the Policy apply to all users of the Caldwell School District's computer network, wherever they may be located. Violations will be taken very seriously and may result in disciplinary action, including possible termination, and civil and criminal liability. It is every employee's duty to use Caldwell School District computer resources responsibly, professionally, ethically, and lawfully.

DEFINITIONS

Computer Resources refers to the Caldwell School District's entire computer network.

Specifically, Computer Resources includes, but are not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (i.e. Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

Users refers to all employees, independent contractors, consultants, temporary workers, and other persons or entities who use our Computer Resources.

POLICY

The Computer Resources are the property of Caldwell School District and are intended primarily for business use. Users are permitted access to the Computer Resources to assist them in the performance of their jobs. Use of the computer system is a privilege that may be revoked at any time. In using or accessing our Computer Resources, Users must comply with the following provisions.

No Expectation of Privacy : The computers and computer accounts given to Users are to assist them in performance of their jobs. Users should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. Occasional, limited, appropriate personal use of the computer system is permitted if the use does not (1) interfere with the user's work performance; (2) interfere with any other user's work performance; (3) have undue impact on the operation of the computer system; or (4) violate any other provision of this policy or any other policy, guideline, or standard of the Caldwell School District. At all times, users have the responsibility to use computer resources in a professional, ethical and lawful manner. Personal use of the computer system is a privilege that may be revoked at any time.

Waiver of Privacy Rights : Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of the Caldwell School District to access and review all materials users create, store, send, or receive on the computer or through the Internet or any other computer network. The Caldwell School District has the right, but not the duty, to monitor any and or all aspects of its computer system, including, but not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users. Users understand that the Caldwell School District may use automated software or systems to monitor material created, stored, send or received on its computer network.

Prohibited Uses : Without prior written permission from the Superintendent or his appointed designee, Caldwell School District computer system may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material, or any other unauthorized use. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in Caldwell School District computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

Duty Not To Waste Computer Resources : Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. The acts include, but are not limited to, sending mass mailings or chain letters, subscribing to non-business-related list servers and mailing lists, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this sort may not be downloaded unless they are business-related.

Misuse of Software : Without prior written authorization from the Superintendent or his designee, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any third person; (3) install software on any of Caldwell School District workstations or servers; (4) download any software from the Internet or other online service to any of Caldwell School District workstations or servers; (5) modify, revise, transform, recast, or adapt any software; or (6) reverse engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisors.

Passwords : Users are responsible for safeguarding their passwords for access to the computer system. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account unless so authorized by the Superintendent or his designee. Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an

expectation of privacy in the material they create or receive on the computer system. The Caldwell School District has global passwords that permit it access to all material stored on its computer system regardless of whether that material has been encoded with a particular User's password.

Security : Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to snoop or pry into the affairs of other users by unnecessarily reviewing their files or e-mail. A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those system.

Internet Use : Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Caldwell School District is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many Internet sites contain offensive, sexually explicit, and inappropriate material. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. The Caldwell School District may use software to identify inappropriate or sexually explicit Internet sites. In the event that you encounter inappropriate or sexually explicit material while on the Internet, take note of the Internet address and forward it to the Superintendent or his designee so that appropriate action can be taken to block the site in the future, and then disconnect from the site.

Viruses : Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he/she does not introduce viruses into the Caldwell School District network. All material receive on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to Caldwell School District **MUST** be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops might contain viruses. All disks transferred from these computers to the Caldwell School District network **MUST** be scanned for viruses. To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to the Caldwell School District network must do so through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the computer you are using is not connected to the Caldwell School District network or with the express written permission of the Superintendent or his designee.

Encryption Software : Users may not install or use encryption software on any of the Caldwell School District computers without first obtaining written permission from the Superintendent or his designee. Users may not use passwords or encryption keys that are unknown to their supervisors.

Miscellaneous : E-mail sent from within district containing confidential student or employee matters must be encrypted and secured.

Employees must not alter the From: line or other attribution-of-origin information in e-mail, messages, or posting. An anonymous or pseudonymous electronic communications are forbidden. Employees must identify themselves honestly and accurately when sending e-mail or otherwise communicating online.

In their use of Computer Resources, Users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and online activities.

This Policy is not intended to, and does not grant Users any contractual rights.

I have read and agree to comply with the terms of this Policy governing use of the Caldwell School District Computer Resources. I understand that a violation of this Policy may result in disciplinary action, including possible termination, as well as civil or criminal liability.

Date_____ Signature_____



LEGAL REFERENCE:

17 USC Section 101 *et seq.*

FIRST READING: March 13, 2000

ADOPTED: December 11, 2000