

# **Templeton Unified School District COMPUTER USE POLICY**

## **INTRODUCTION**

This acceptable use policy governs the use of computers and networks on the TUSD facilities. As a user of these resources, you are responsible for reading and understanding this document. This document protects the consumers of computing resources, computing hardware and networks, and system administrators.

## **RIGHTS AND RESPONSIBILITIES**

Computers and networks can provide access to resources on and off the T.U.S.D. facilities, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly.

Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

## **EXISTING LEGAL CONTEXT**

All existing laws (federal and state) and district regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Users do not own accounts on district computers, but are granted the privilege of exclusive use. Under the Electronic Communications Privacy Act of 1986 (Title 18 U.S.C. section 2510 et. seq.), users are entitled to privacy regarding information contained on these accounts. This act, however, allows system administrators or other designated district employees to access user files in the normal course of their employment when necessary to protect the integrity of computer systems or the rights or property of the district. For example, system administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. In addition, student files on district computer facilities are considered "educational records" under the Family Educational Rights and Privacy Act of 1974 (Title 20 U.S.C. section 1232[g]).

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable district policies, procedures, or collective bargaining agreements. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

Other organizations operating computing and network facilities that are reachable via the T.U.S.D. network may have their own policies governing the use of those resources. When accessing remote resources from T.U.S.D. facilities, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations.

## **ENFORCEMENT**

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the system administrator. This may be done through electronic mail or in-person discussion and education.

Repeated minor infractions or misconduct which is more serious may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment or threatening behavior. In addition, offenders may be referred to their supervisor for further action. If the individual is a student, the matter may be referred to the site Principal. Any offense which violates local, state, or federal laws shall result in the immediate loss of some or all district computing privileges and will be referred to the district office and/or law enforcement authorities.

## **COMPUTER ACTIVITY VIOLATIONS**

Conduct which violates this policy includes, but is not limited to, the activities in the following list:

- ◇ Unauthorized use of a computer account.
- ◇ Using the district network to gain unauthorized access to any computer systems.
- ◇ Connecting unauthorized equipment to the district network.
- ◇ Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data or secure passwords.
- ◇ Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- ◇ Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
- ◇ Deliberately wasting/overloading computing resources, such as printing too many copies of a document, and excessive network traffic, such as network games.
- ◇ Violating terms of applicable software licensing agreements or copyright laws.
- ◇ Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- ◇ Using district resources for commercial activity such as creating products or services for sale.
- ◇ Using electronic mail to harass or threaten others. This also includes sending repeated, unwanted e-mail, or other electronic communication, to another user.
- ◇ Initiating or propagating electronic chain letters.
- ◇ Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing."
- ◇ Forging the identity of a user or machine in an electronic communication.
- ◇ Transmitting or reproducing materials that are slanderous or defamatory in nature, or that otherwise violate existing laws or district regulations.
- ◇ Displaying obscene, lewd, or sexually harassing images or text.
- ◇ Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- ◇ Sharing and/or providing network or e-mail account passwords to unauthorized staff or students.
- ◇ The unauthorized use of district computer or network equipment outside of the district educational functions and/or activities.

***I hereby acknowledge receipt of and agree to adhere to Administrative Regulation 6030, Computer Use Policy.***

By: \_\_\_\_\_

Dated: \_\_\_\_\_