



## Educational Technology and Acceptable Use

School of Excellence in Education is steadily acquiring computers for school use and access to other instructional and research resources through connections to the internet and the World Wide Web. These electronic instructional resources are for school-related purposes. All employees must sign an acknowledgement of the below guidelines. Use of the computer is required for many job responsibilities and employees are required to do so according to the accepted use standards.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on District equipment without approval of the Network Administrator.
2. Posting or distributing of messages that are obscene, vulgar, profane, sexually oriented, pornographic, highly offensive to others, highly threatening to others, or illegal, because significant part of the District's educational mission is to inculcate the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.
3. 3. Personal political use to advocate for or against a candidate, office-holder, political party, or political position. (This can have very serious consequences). Research or electronic communication regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for a course credit.
4. Participating in chat rooms other than those sponsored and overseen by the District.
5. Tampering with anyone else's computer, files, or e-mail.
6. "Hacking," i.e., attempting unauthorized access to any computer whether within the District's network or outside it.
7. Any use that would be unlawful under state or federal law.
8. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
9. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages. Mass distribution without a specific District related reason is a form of "chain mailing" and is not permitted.
10. Use that violates the student code of conduct, employee handbook, or any board policy.
11. Use related to commercial activities or for commercial gain.
12. Advertisement for purchase or sale of a product.
13. Downloading to the SEE computer any material, photographs that are obscene, vulgar, profane, sexually oriented pornographic, or offensive.

Failure to follow the above guideline may result in unfavorable job action by the District Administration and may result in actions being reported for ethical violations when applicable to the appropriate state agency.

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Employee (Print Name)

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Date

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Employee Signature

*Reference Employee Handbook Pg. 67-72*