

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

Staff Acceptable Use Policy

I Description of Electronic Information Resources:

The District's electronic information resources covered by this policy include the District's computers, electronic devices, and network. These electronic information resources are District property, provided to meet District needs. They do not belong to employees.

II Computer and Software

Santa Maria Joint Union High School District (SMJUHS) computers will be installed and maintained ONLY by District Information Technology (IT) staff. Only the administrator at each site designated by the building manager or principal in conjunction with District electronics staff will be allowed to authorize installation or maintenance of either hardware or software on SMJUHS computers.

- A. The District has an obligation to ensure that software on its computers is being used legally according to that software's license and to ensure that any software installed do not create difficulties on the individual computer or on the District network. Staff members who wish to be authorized to install a particular piece of software on their computers or who wish to have such software installed use the software in accordance with license and inform the technicians that they are using the software according to license and must register the license information with the administrator assigned to District Technology Committee at each site.
 - a. Multiple installations of the same license number will be assumed to violate copyright unless a multiple license provision can be demonstrated.
 - b. "Migrating" to an upgraded computer does not carry with it the right to "migrate" software to that computer unless that software is wiped clean from the original computer.

IT staff has the capacity to survey individual computers through the network, will remove programs not authorized for installation, and will report the incident to the appropriate site and district administration.

- B. Screen savers, sound events, wallpaper and other system additions represent the SMJUHS as well as the individual, when found on SMJUHS systems. These should avoid sexually suggestive material as well as that which might reasonably be construed as being demeaning to individuals or groups. If the law would indicate that material should not be displayed in the classroom or in an office, it should not be displayed on computers in the classroom or in that office.
- C. No images, sounds, or media of any sort may be added to SMJUHS equipment or to materials produced through SMJUHS equipment that violate copyright.

III Local Area, District, and Internet

District-provided network services (Local, district-wide, and Internet) are available to students and staff in SMJUHS. The SMJUHS strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and to allow staff to efficiently provide educational services. The District goal in providing this service is to promote educational excellence by facilitating research, innovation, communication, and business efficiency. Staff Internet access will be granted through local area networks and District Internet connections. A set of expectations and understandings apply to all using SMJUHS network services as representatives of SMJUHS on the District network and on the Internet through the SMJUHS Internet gateway. These are:

- A. Employees may use District computers, electronic devices, network and other electronic resources, for transmitting, receiving, storing, in audio or written form, any work-related communication, Association business, and any appropriate personal use.
- B. Employees are prohibited from using the District's computers, electronic devices, and network for transmitting, knowingly receiving, or storing any visual image that depicts actual or simulated torture, bondage, or physical abuse of any human being or other creature, or that is sexually explicit.
 - a. "Sexually explicit" means a visual depiction of actual or simulated sex acts, and the unclothed human genitalia, pubic area, anus, buttocks, and female breasts that lacks artistic, literary, scientific, political, or educational value.
 - b. This prohibition applies to visual depictions of any kind, including screen savers, drawings, cartoons and animations.
- C. No employee shall permit the use of his or her account or password, or use another person's account or password, without the prior written or oral consent of the employee. Employees shall not:
 - a. Use the network, e-mail system or Internet connection for personal financial gain including commercial advertising.
 - b. Send any message through the network, e-mail system or Internet connection under someone else's name.
 - c. Attempt to breach network security or transmit viruses.
- D. Employees shall adhere to the copyright and/or software licensing of material received through the SMJUHS network, e-mail system, or Internet connection.

IV Content Filters and Other Internet Protection Measures

No employee shall bypass or evade, or attempt to bypass or evade, the District content filter system.

V Employee Privacy and Monitoring

Employees are on notice that any communications originated or received by them on District-provided network services may be monitored by the District and/or its agents. The District retains the right, with or without cause, and with or without notice to the employee, to remotely monitor, physically inspect, or examine the District's computers, electronic devices, network or other electronic information resources,

and any communication or information stored on or passing through the District's electronic information resources, including but not limited to software, data and image files, Internet use, e-mails, text messages, and voice mail. As a matter of law, any document on a publicly funded system is a public record.

Appendix

A. Definition of "Employee":

"Employee" refers to administration, certificated, classified, county, full-time, part-time, and substitute teachers or coaches.

B. Definition of "District Computers":

The term "District computer" means any computer, including a laptop or tablet computer, that is owned, leased or rented by the District, purchased with funds from a grant approved or awarded to the District, or borrowed by the District from another agency, company, or entity, whether or not the computer is equipped with a modem or communication peripheral capable of digital connection.

C. Definition of "Electronic Devices":

The term "District electronic device" means any device other than a District computer that is capable of transmitting, receiving, or storing digital media and is owned, leased, or rented by the District, purchased with funds from a grant approved by or awarded to the District, or borrowed by the District from another agency, company or entity, whether or not the electronic device is equipped with a modem or other communication peripheral capable of digital connection.

District electronic devices include but are not limited to: telephones, cell phones, radios, pagers, digital cameras, personal digital assistants (PDA's) such as Palm Pilots or Blackberries, walkie-talkies portable storage devices such as thumb drives, flash drives, or zip drives, portable media devices such as CDs or DVDs, printers, copiers, scanners, fax machines, or peripheral devices.

D. Definition of "District-provided Electronic Network Services":

The term "District-provided electronic network" means the District's Wide Area Network (WAN), Local Area Network (LAN), as well as Internet systems including software, e-mail and voice mail systems.

E. "District Content Filter System":

The use of a program to screen or exclude from access or availability webpages or email that is deemed objectionable.

F. This Acceptable Use Policy applies to volunteers for the district who have access to District electronic information resources.

Negotiated by District and Faculty Association negotiating teams 2-7-13