

NETWORK USE GUIDELINES 2018-2019

Use of the District's electronic communications system and Internet by staff of Sunnyside School District shall be in support of education, the mission of the District, or school related business and operations. Network use is limited to staff who have returned signed network contracts. Use will be in accordance with the District's Policy and Procedure 2022 on Electronic Communication Systems and Internet Safety.

Acceptable network use by district students and staff includes:

1. Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
2. Participation in blogs, wikis, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
3. The online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
4. Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
5. Students are responsible for their ethical and educational use of the technology resources of the Sunnyside School District.

Unacceptable network use by district students and staff includes but is not limited to:

1. Any use of the District network for personal gain, commercial solicitation and compensation of any kind;
2. Any deliberate or intentional use of District technology that causes liability or costs incurred by the district including but not limited to: malware, ransomware or viruses that spread through the district network.
3. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the technology director or designee; Support or opposition for ballot measures, candidates and any other political activity;
4. Hacking, cracking, vandalizing, the introduction of viruses or malware and changes to hardware, software and monitoring tools or attempts to circumvent district monitoring tools;
5. Unauthorized access to other district computers, networks and information systems;
6. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
7. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
8. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
9. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
10. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
11. Logging in to the system using another user's account or password.
12. Leaving an account open or unattended.
13. Violating any local, state, or federal regulation or statute.

Please print, sign and return this form to the Human Resources office no later than Friday, September 14, 2018. Thank you.

I, the undersigned employee have read and reviewed the Sunnyside School District's 2018-2019 Employee Handbook. I understand the policies and procedures in the handbook and will abide by them during my employment with the Sunnyside School District.

Date _____ Print Name _____ Signature _____