Employee Acceptable Computer Use
Vashon Island School District

The Vashon Island School District (VISD) promotes an open, cooperative exchange of ideas as part of its fundamental mission. In the area of technology the District recognizes that it must educate students, faculty and staff about how computer misuse/abuse can interfere with the exchange of ideas that are integral to learning. All users are responsible for the well being of the computer network, and information resources shared by all. While this document is called an "Acceptable Use" agreement for the benefit of illustrating appropriate usage the "negative" or "unacceptable" use examples are described below.

The primary purpose of the Vashon Island School District's network and related resources is to support and enhance learning. VISD is committed to providing ready network access since it supports the District's commitment to integrating technology into all appropriate areas of learning. In accordance with the mission of the Vashon Island School District, students and staff should use the VISD network in a responsible, ethical, respectful and legal manner. Users of the VISD network assume responsibility for understanding these procedures and guidelines. **Use of the VISD network that conflicts with these guidelines may result in loss of access, as well as other disciplinary or legal action**. Users are expected to respect VISD property and be responsible for using the equipment appropriately. Users may be held liable for any intentional damage or negligence in caring for computers and/or peripherals and for damage caused by inappropriate use as spelled out below.

Computer Use
Computer resources are to be used exclusively to support the instructional and business objectives and policies of the Vashon Island School District. All users must sign and adhere to the District's Internet User Agreement.

Unacceptable use is defined to include, but is not limited to, the following:
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- Copying and/or downloading any commercial software or other material in violation of federal copyright laws.
- Use of the VISD network for financial gain, commercial or illegal activity.
- Use of the VISD network to download, store, and copy or transmit pornographic, racist, sexist or other offensive or derogatory material.
- Use of computing resources to post obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language to websites, blogs, discussion boards, or lists outside the school network. This also includes posting of information that could cause danger or disruption, engaging in personal attacks, "cyber bullying", including prejudicial or discriminatory attacks.
- Any form of vandalism, including but not limited to, damaging computers, computer systems or networks, and/or disrupting the operation of the network.
- Violation of VISD School Board Policy, District administration regulations, or any provision in the student rights and responsibilities policy.

- Accessing another individual's account or a restricted account without prior consent. **Passwords should never be shared.**
- Setting up of wireless access points without authorization of the Tech Department.
- Installing servers or P2P file sharing software.
- Copying or installing gaming software to computers or network locations.
- Online shopping, participating in online auctions, gambling, and game playing during business hours, vacation planning, dating, etc.

Limited Usage Permitted:
- Storage of personal music or videos not specifically for school related activities.
- **During non-business hours** online shopping, participating in online auctions, and game playing, vacation planning, dating, etc.

Email Access and Use
VISD electronic mail accounts are limited to VISD faculty and staff. Users should know that email accounts are owned by VISD. In the event of legal action or law enforcement requests, email records may be subpoenaed.   Email creates a permanent record that can be archived and may be retrievable at a later date, even though the user has deleted it.

Email attachments can be dangerous and a source of viruses. Consider all attachments suspect. Email from an unknown source should be deleted without opening. **Do not** forward such email to the Tech Dept. It is recommended to delete unwanted messages to stay within your email quota.   When sending email to a long list of recipients it is recommended that the Bcc field be used. This practice reduces the chances of having addresses being used in a spam attack.

Unacceptable use is defined to include, but is not limited to, the following:

- Attempts to read, copy, modify or delete email messages of other users.
- Use of email to upload, download or resend copyrighted or pornographic material.
- Use of email to attack, harass or discriminate against fellow employee, staff, student, or parent.
- Use of email to post chain letters or engage in "spamming" (sending annoying or unnecessary messages to a large number of people).
- Use of email to promote political or religious ideas.

Limited Usage:
- Use of District email account to purchase non-school related products is strongly discouraged as it invites spam.   Users are encouraged to get personal email accounts at sites like Yahoo and Hotmail for such purposes.

Websites
Content on the VISD Website and all sub-sites shall be consistent with its purpose of supporting and enhancing learning and communicate with the public. VISD's website includes information about the district and functions as a communication tool. Staff members are expected to adhere to the Internet User Agreement and copyright laws.

Teaching staff are encouraged to publish and maintain a Web page for their classes. Content on web pages must be school and/or district related.

Unacceptable use is defined to include, but is not limited to, the following:
- Links from staff, school or department sites that endorse products or services, even for the purpose of fundraising.
- Posting personal information such as home addresses and phone numbers.
- Using photos of students with full names appearing.
- The posting of materials derogatory to VISD or its staff.

Privacy

VISD Employees must be aware that information accessed, created, sent, received, or stored on the network is not private. While VISD respects the privacy of users and does not have a practice of monitoring or reviewing electronic information, VISD reserves the right to do so for any reason. VISD may monitor and review activity in order to analyze the use of systems, monitor compliance with policies, conduct audits, or obtain information for other reasons. VISD reserves the right to disclose any electronic message to law enforcement officials, the public, or other third parties.

The Acceptable Use Policy is applicable to all users of VISD computer resources and refers to all information resources whether individually controlled, shared, stand alone, or networked. Disciplinary actions, if any, for students, faculty, staff and other users shall be consistent with VISD's standard policies and practices. Violations may result in revoking access privileges to VISD computers, other school disciplinary action, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

It is the intent of the Vashon Island School District to adhere to the provisions of copyright laws in all areas including the Internet. Illegal copies of copyrighted material may not be made or used on district equipment. Staff may not be protected under the umbrella of the District's insurance carrier in the event a copyright infringement action is brought. Every district employee should be aware that the penalty for the first offense of copyright violation is $10,000 and one year in prison. If the violation involves sound or media, the penalty starts at $25,000 (Federal Law).

- Unacceptable use is defined to include, but is not limited to, the following:
- Using network resources to violate copyright.
- Unauthorized installation and/or copying of copyrighted software.

Disclaimer
VISD is not responsible for loss of information from misuse, malfunction of computing hardware and software, or external contamination of data or programs. The Tech Department staff will make every effort to ensure the integrity of VISD's computer systems and the information stored thereon. However, users must be aware that no security or back-up system is 100% reliable. Grades and other important data should be backed up with off-site copies and in some instances hard copies made at regular intervals.

The district is not responsible for theft or damage to personal laptops or other tech items. If personal items are documented and recorded with the building they may be subject to insurance coverage.