



# St. Helena Unified School District

## Acceptable Use Policy for District Technology

---

The St. Helena Unified School District (“SHUSD”) Acceptable Use Policy (“AUP”) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (“CIPA”). As used in this policy, “user” includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the “network.”). Only current students or employees are authorized to use the network.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network access, Internet usage, and storage of electronic files, including email.

### **Acceptable Uses of the SHUSD Computer Network**

Employees and other users are required to follow this policy. Employees are required to confirm their consent to this policy. All users must follow this policy and report any misuse of the network or Internet to a supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate District personnel.

### **Unacceptable Uses of the SHUSD Computer Network**

These are examples of inappropriate activity on the District network, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- 1) Violating any state or federal law or municipal ordinance, such as: knowingly transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- 2) You agree not to post any material or lines to any material that you know to be false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person’s privacy, or that otherwise violate any local, state, or federal law.
- 3) Post, store, send, transmit, or disseminate any information or material that a reasonable person could deem to be objectionable, offensive, indecent, pornographic, harassing, threatening, embarrassing, distressing, vulgar, hateful, racially or ethnically offensive, or otherwise inappropriate, regardless or whether this material or its dissemination is unlawful.
- 4) You further agree not to transmit or otherwise make available any content that infringes any patent, trademark, copyright, or other proprietary rights of any party.
- 5) You also agree not to transmit or make available any content containing any “virus,” “worm,” “Trojan horse,” or any computer code, file, or program designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment.
- 6) Criminal activities that can be punished under law;
- 7) Selling or purchasing illegal items or substances;



## St. Helena Unified School District Acceptable Use Policy for District Technology

---

- 8) Causing harm to others or damage to their property, such as:
  - a) Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  - b) Using any District computer to pursue "hacking", internal or external to the District, or attempting to access information protected by privacy laws; or
  - c) Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- 9) Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  - a) Using another's account password(s) or identifier(s);
  - b) Sharing your account password(s) with any student;
  - c) Interfering with other users' ability to access their account(s); or
  - d) Disclosing anyone's password to others or allowing them to use another's account(s).
- 10) Using the SHUSD network for Commercial purposes, such as:
  - a) Using the Internet for personal financial gain;
  - b) Using the Internet for personal advertising, promotion, or financial gain; or
  - c) Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
- 11) Use of District equipment and or District email for personal gain.

### Use of Personal Devices

The District will not support personal devices. If a teacher uses a personal device at school, the device will not have access to the administrative network resources, e.g., AERIES attendance and Grades, printers or back-up drives. Personal devices used at work for work purposes are discoverable and can be subpoenaed.

### Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action, including dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

### Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

I have read /understand this policy and agree to abide by its terms:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_