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## ADMINISTRATIVE POLICY

### Staff Use of Computers, Network, Email, and Internet Connection

### HUM-A003

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Policies are periodically revised. Users of this policy should check the QAM website for the most recent version.  
<http://www.salkeiz.k12.or.us/content/qam/qam-documents>

- 1) Salem-Keizer School District leadership is committed to maintaining an electronic communications system that advances and promotes learning, teaching and efficient business practices. Employees using SKSD computers, networks, email and internet connection are expected to use them professionally in their intended education and business purposes and to follow this policy.
- 2) Definitions:
  - a. SKSD: Salem-Keizer School District
  - b. TIS: Salem-Keizer School District Technology and Information Services Department
  - c. User: An employee, authorized volunteer or authorized contractor
  - d. Account: A user's login, data, and email
  - e. Filtering: The District, in accordance with Federal law, will employ a filtering system on all Internet access in an attempt to protect minors from inappropriate materials as determined by the Children's Internet Protection Act.
- 3) Policy:
  - a. Users are responsible for their own accounts.
  - b. Users are prohibited from sharing accounts and/or passwords with anyone.
  - c. Server-based software must be approved by TIS before purchase and must be installed and maintained by TIS staff.
  - d. Users must not use the network for any illegal activity, including but not limited to violation of copyright or other licenses or contracts.
  - e. Users must protect private information including that related to each student and staff member. Student information is prohibited from being loaded to any personal electronic device except as approved by TIS management.
  - f. Use of personal electronic equipment or devices on the network or work station must first be approved by TIS management.
  - g. All users must secure their workstation when the workstation is not in use.
  - h. All computers are to have District standard anti-virus protection installed with updated definitions.
  - i. The District may monitor any and all use of electronic resources including but not limited to the District's computers, network, email or Internet.
  - j. The following are prohibited to users of the SKSD network:
    1. Damaging computers, computer systems or computer networks, degrading or disrupting equipment, system performance, application components or data.
    2. Attempting to gain unauthorized access to resources, files, or any device on the network, including but not limited to the use of hacking or spyware.
    3. Trespassing in or violating another's files, folders or work.
    4. Identifying one's self with another person's name or misrepresenting one's true identity.



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- 5. Using an account or password of another user.
  - 6. Utilizing the network for commercial purposes or for personal or financial gain or to purchase goods or services for personal use.
  - 7. Knowingly accessing, submitting, publishing, downloading or displaying objectionable material which includes visual depictions that are obscene, pornographic, or harmful to minors.
  - 8. Using the SKSD computer equipment to harass attack, insult or bully anyone.
  - 9. To conduct non-work related activities on the computer or other district electronic resources during work time.
- k) TIS will establish necessary procedures and work instructions to implement this policy
- 4) Implementing Documents:
- a) "Staff User Agreement for District Network and Computer Resources" HUM-F015.

**Revision History:**

<b>Date</b>	<b>Revision</b>	<b>Description</b>
9/28/09		Approved by Cabinet

**Approved By:** Cabinet