**BOARD OF TRUSTEES**

THERESA FÁAPÚÁA

THERESA GERIGK

JOY GUTIERREZ-PILARE

CECIL T. OWENS

EDITH RENDEROS

**INTERIM SUPERINTENDENT**

DR. AUDRA PITTMAN

EMPLOYEE TECHNOLOGY ACCEPTABLE USE POLICY

The Bayshore Elementary School District (BESD) provides employees access to technology to enhance performance by promoting the exchange of information, offering effective tools to assist in providing quality programs, and facilitating efficient organizational operations. Use of BESD technology resources is governed by federal, state, and other laws and guidelines. It is the responsibility of all BESD employees using BESD technology resources to understand and abide by these laws and guidelines as expressed by the following terms and conditions.

1 MARTIN STREET

DALY CITY, CA 94014

Phone:415.467.5443

Fax:415.467.1542

[www.bayshore.k12.ca.us](http://www.bayshore.k12.ca.us)

The use of BESD technology resources is not private. BESD reserves the right to inspect an employee’s BESD computer system or mobile device, including email files, at any time.

For the purposes of this document, technology includes, but is not limited to, employees’ use of the internet, the intranet, email, workstations, mobile devices, printers, and peripherals.

Terms and Conditions

1. Acceptable Use

Technology access through BESD is intended for the support of education, research, and legitimate business purposes that include the following:

* Communication and information exchange for professional development and to maintain currency in a field of knowledge.
* Subject matters/discipline associations, government-advisory, or standard activities related to the user’s research, instructional and/or administrative activities.
* Access to libraries, information resources, and databases.
* Administrative, academic, and research-related discussion groups, social network sites, and blogs.
* Access to the internet for personal us before or after work hours or during the designated lunch period in strict compliance with the terms of this policy.

1. Unacceptable Use

BESD technology access is expressly prohibited for any of the following:

* Access to or transmission of information, which in any way advocates, instructs, or promotes the violation of any laws of the State of California or the United States of America or any communication where the message or its transmission or distribution constitutes or encourages armed rebellion or criminal conduct.
* Access to or transmission of copyrighted material beyond the scope of fair use without permission of the copyright owner. Unless otherwise noted, all software and applications on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software or applications and/or modifying any such files witout permission from the copyright holder. In addition, copyright includes audio, video, and printed materials.
* Access to or transmission of material that is threatening, obscene, sexually explicit, or that could be construed as harassment; material that is libelous or defamatory, or material that disparages others because of their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
* Access to or transmission of materials that are in support of partisan political activities.
* Transmission of information to be used in profit-making activities, for personal gain, or for use by for-profit entities.
* Activities that interfere with or disrupt network users, services or equipment. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising or mass mailings (spam); propagation of computer worms or viruses, and attempts to make unauthorized entry to other computational, informational, or communication devices or resources.
* Installation of personally owned software on laptop or desktop computers connected to the BESD internal network.
* Use of online social networking and internet blogging for personal purposes during the workday while on duty.
* Posting content on personal social networking sites or blogs that is likely to disrupt activities at any BESD educational or administrative site.
* Disclosure of confidential student information or posting of student photographs on personal social networking sites.
* BESD email shall not be used for personal use at any time.

1. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

* Be polite.
* Use appropriate language.
* Do not alter forwarded email out of the context of its original meaning.
* Do not use the network in such a way that interferes or disrupts the use of the network by other users.
* All communications and information accessible via the network should be assumed to be the property of BESD. All communications transmitted via email are the property of BESD, even if the email is of a private nature.

1. Security

Security on any computer system is a high priority, especially when the system involves many users.

* Do not use another individual’s account, unless it has been expressly set up as a shared account.
* Do not give your password to anyone except your supervisor(s) upon request. Passwords must be kept private and changed when prompted to do so.
* Do not transmit any personal or confidential information about yourself, colleagues, or students.
* Do not log on to the BESD network as a system administrator. Such attempts will result in cancellation of user privileges.
* Do not activate any form of packet capture (e.g. sniffer) or devices to monitor traffic passing through the network.
* Do not install personal desktop firewalls unless authorized by BESD.
* Do not attempt to read or access other users’ files or emails unless (1) there is a business reason to do so and/or (2) you have the permission of the user or his/her supervisor.
* Do not employ a false identity in sending email from any BESD machine.
* Do not leave your workstation unattended while logged onto applications containing sensitive or confidential information.
* Report immediately any theft or loss of BESD equipment to a supervisor.

1. Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges.

* Vandalism includes, but is not limited to, any malicious attempt to harm, modify, and destroy data of another user on the BESD network or other networks that are connected to the internet.
* Vandalism also includes, but is not limited to, any malicious attempt to physically modify or destroy any BESD equipment.
* Harassment includes, but is not limited to, stalking, the persistent annoyance of another user, or the interference of another user’s work.

1. Privacy

Users should be aware that the use of BESD technology resources is not private. BESD reserves the right to inspect an employees’ BEST-provided computer system or mobile device, including email files, at any time.

While BESD does not routinely monitory individual usage of its technology resources, the normal operation and maintenance of BESD technology resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary or the rendition of service. BESD may also specifically monitor the activity and accounts of individual users of BESD technology resources, including individual login sessions, applications, and the content of email, without notice including, but not limited to the following:

* The user has voluntarily made them accessible to the public, such as posting to an electronic bulletin board or web page;
* It reasonable appears necessary to do so to protect the integrity, security, or functionality of BESD or other technology resources;
* There is reasonable cause to believe that the user has violated or is violating this policy;
* An account appears to be engaged in unusual or unusually excessive activity;
* It is otherwise required or permitted by law.

1. Privilege

The use of BESD technology is an expectation of employment. Inappropriate use, including any violation of this agreement, may result in discipline or termination of employment. BESD, under this agreement, is delegated the authority to determine appropriate use and many deny, revoke, suspend, or close any user account at any time based upon a determination of inappropriate use by the account holder or user.

The BESD makes no guarantees of any kind, whether expressed or implied, for the services it is providing. BESD will not be responsible for any damages suffered by an employee, including loss of data resulting from delays, non-deliveries, or service interruptions caused by BESD’s own negligence, or by employee errors or omissions. BESD will hold an employee liable for financial damages that may result from illegal activity. By signing this form, the employee agrees to hold BESD harmless from all claims, suits or actions of any kind brought for, or on account of, any acts or omissions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date