

Acceptable Use Agreement of Electronic Information Resources by Staff

The Solano County Office of Education (SCOE) makes electronic information services available to students and staff at all of its sites. It is important to remember that when employees use the system, they are ambassadors for SCOE.

Access to all of the electronic information resources is achieved and coordinated through a complex association of government agencies, regional, state, and local networks. The smooth operation of the network relies upon the proper conduct of the users. The following guidelines are provided so that SCOE employees are aware of their responsibilities.

The moral and ethical issues involving the use of worldwide information systems deal with the appropriate access to information, the type of information, and the behavior of the user. The network is designed to achieve and support instructional objectives, and any information that does not support SCOE's vision, mission, and goals is to be avoided.

Please read this document carefully. When signed, it becomes a legally binding contract between SCOE and its employee. You must initial and sign where indicated before SCOE can provide you with an access account.

Below and on the following pages are the provisions of this contract. If any user violates these provisions, access to the information services may be denied, and the user may be subject to disciplinary action.

Terms and Conditions of Contract

1. Acceptable Use: The use of my assigned account must be in support of education, research, and aligned with the law as well as SCOE's policies, regulations, vision, mission, and goals. I am personally responsible for this provision at all times when using SCOE's technological resources.
 - a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
 - b. Transmission of any material in violation of any federal or other state organization is prohibited. This includes, but is not limited to, material that is copyrighted, protected by trade secrets, threatening, obscene, or constitutes cyber-bullying.
 - c. Employees shall not use the system to promote unethical practices; access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or could be construed as cyber-bullying, harassment, or disparagement of others based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political belief.
 - d. Use of commercial activities by for-profit institutions is generally not acceptable.
 - e. Use of product advertisement or political lobbying is also prohibited.

Policy 4040.1 (Continued)

2. Personal Responsibility: As a representative of SCOE, I will accept personal responsibility for reporting any misuse of the network to the system administrators. Misuse can come in many forms and is commonly viewed as any message(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or cyber-bullying.

I have read and understand this provision.

Initials _____

I am aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws, and I can be prosecuted for violating those laws.

I have read and understand this provision.

Initials _____

3. Privileges: The use of SCOE's technological resources is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each person who receives an account will participate in an orientation or training course with a SCOE staff member regarding proper behavior and use of the network. SCOE's system administrators will decide what constitutes appropriate use, and their decisions are final. The system administrators may close an account at any time deemed necessary. SCOE's administration or staff may request that the system administrators deny, revoke, or suspend specific user accounts.

I have read and understand this provision.

Initials _____

4. Network Etiquette and Privacy: SCOE employees are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- a. Be Polite – Never send, or encourage others to send, abusive messages.
- b. Use Appropriate Language – Remember that SCOE's employees represent the organization on a non-private system. What is said and done can be viewed globally. Never swear, use vulgarities, threats, or other inappropriate language. Cyber-bullying and illegal activities of any kind are strictly forbidden.
- c. Privacy – Do not reveal your home address, phone number, or other personally identifiable information about yourself or your students and colleagues.
- d. Electronic Mail – Email is not private. Messages relating to, or in support of, illegal activities must be reported to the system administrators.
- e. Disruptions – Do not use the network in any way that would disrupt use of the network by others.
- f. Public Records – As a public agency, SCOE is subject to the California Public Records Act (Government Code [6250-6276.50](#)). Any writing, regardless of format (e.g., handwritten, typed, printed, photographed, photocopied, emailed, faxed, recorded, etc.), that contains information related to the conduct of SCOE's business may be publicly disclosed with few exceptions.
- g. Proprietary Information and Intellectual Property – Work, regardless of format, created by employees for SCOE and/or during work hours and/or using SCOE-owned equipment is the exclusive property of SCOE and may not be transferred except as part of the employee's assigned job duties.

Policy 4040.1 (Continued)

h. Other Considerations –

- Be brief. People often do not take the time to read a long message.
- Minimize spelling errors, and make sure your message is easy to read and understand.
- Use accurate and descriptive titles for your messages. Tell people what it is about before they read it.
- Use the most appropriate audience, not the widest, for your message.
- Remember that humor and satire may be misinterpreted.
- If you post to multiple groups, specify all groups in a single message.
- Cite references for any facts you present.
- Forgive the spelling and grammar errors of others.
- Keep signatures brief.
- Persuade correspondents with facts rather than using language that ‘attacks’ them personally or their ideas.
- Post only to groups you know.

I have read and understand this provision.

*Initials*_____

5. Services: SCOE makes no warranties of any kind, whether expressed or implied, for the service it is providing. SCOE will not be responsible for any damages suffered while using this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, service interruptions caused by the system, or user errors or omissions. Use of any information obtained via the information system is at your own risk. SCOE specifically disclaims any responsibility for the accuracy of information obtained through its services.

I have read and understand this provision.

*Initials*_____

6. Security: Due to its many users, security for all SCOE-managed technology resources is a high priority. If you identify a security problem, immediately notify the system administrators. Never demonstrate the problem to other users. Never use another individual's account. Your use of the system should be under your own account. Any user identified as a security risk will be denied access to the information system.

I have read and understand this provision.

*Initials*_____

7. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy the data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of SCOE’s technological resources, disciplinary action, and legal referral.

I have read and understand this provision.

*Initials*_____

8. Updating: The information service may occasionally require new registration and account information from you to continue the service. You must notify the system administrators of any changes in your account information.

I have read and understand this provision.

*Initials*_____

ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES
EMPLOYEE CONTRACT

Required Signatures

STAFF MEMBER: I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revocation of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Solano County Office of Education system administrators. Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or cyber-bullying.

User Name (Please Print) _____

Work Site _____

Signature _____ *Date* _____

Policy Cross-Reference:

- 0440 Technology Plan
- 1113 Website
- 3512 Equipment
- 4040 Employee Use of Technology
- 4119.11 Sexual Harassment
- 4119.25 Political Activities of Employees
- 4119.23 Unauthorized Release of Confidential/Privileged Information
- 4132 Publication/Creation of Materials
- 4161.21 Hybrid Teleworking
- 5125.1 Release of Directory Information
- 5145.2 Freedom of Speech/Expression
- 6162.6 Use of Copyrighted Materials
- 6163.4 Student Use of Technology