

**Employee Acceptable Use Policy**  
**Southern Kern Unified School District**

**General Policy**

Southern Kern Unified School District (hereafter "SKUSD") provides school staff with information technology resources such as computers, software, networks, Internet access, and E-mail (hereafter "school information technology") to support the educational mission of District schools and to enhance the curriculum and learning opportunities for students and school staff.

This Acceptable Use Policy and the accompanying rules have been developed to ensure that school staff use school information technology in a responsible and legal manner. Acceptable Use shows respect for the use of a shared resource, software and intellectual property rights, ownership of information, and system security. An employee's use of school information technology that is contrary to this Policy or rules is prohibited.

**Rules**

The following rules govern employee use of school information technology. These rules provide general guidelines for Acceptable Use and examples of expressly prohibited uses. However, the rules do not attempt to state all acceptable or prohibited activities. Employees who have questions regarding whether a particular use or activity is acceptable should seek guidance from the Director of Technology.

Each employee authorized to access District information technology is required to sign an acknowledgement form stating that they have read this Policy and the accompanying rules. The acknowledgment form will be retained in the employee's personnel file. Any employee who violates this Policy or rules governing use of school information technology may be subject to disciplinary action, up to and including dismissal, and/or legal action.

**A. Access to Computers, Networks, Internet, E-mail and Telephone Services**

Access to school information technology is provided to current employees. Upon separation from the District, E-mail accounts are disabled within a week from the date of separation unless other arrangements are made with the Director of Technology. Employees must return their laptops and other technology resources to their school site office prior to leaving the District.

**B. Acceptable Use**

Employees are to utilize school information technology only for purposes related to the schools and the performance of their jobs. Incidental or occasional personal use of school information technology is permitted as long as such use does not interfere with the employee's job duties and performance, system operations or other system users. Any personal use by employees must comply with this Policy and rules.

School information technology shall be used in a manner consistent with the District's educational mission. Expectations for professional behavior and communication apply to use of school information technology. An employee's use of school information technology that is contrary to this Policy or rules is unacceptable and prohibited.

**C. Prohibited Use**

Each employee is responsible for his/her actions involving school information technology and for his/her computer files, passwords, and accounts. General examples of unacceptable uses of school information technology that are expressly prohibited include, but are not limited to, the following:

1. Any use that violates any federal, state or local law or regulation, including copyright laws
2. Any use to harass, discriminate, threaten, defame, demean, or intimidate

**Employee Acceptable Use Policy**  
**Southern Kern Unified School District**

3. Any use involving materials or language that is obscene, pornographic, sexually explicit or sexually suggestive, vulgar or profane
4. Any use for private financial gain, advertising, or solicitation purposes
5. Any use to proselytize or advocate the views of an individual or non-school sponsored organization, including but not limited to, political or religious interests
6. Fund-raising for any non-school sponsored purpose, whether profit or not-for-profit
7. Providing school E-mail addresses or telephone numbers to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes
8. Obtaining confidential information about student or employees for non-school related activities, or sharing confidential information about students or employees for non-school related activities
9. Any communication that represents an employee's personal views as those of the District or its schools, or that could be misinterpreted as such
10. Downloading or loading software or applications without permission from a member of the IT Department
11. Opening or forwarding any E-mail attachments from unknown sources
12. Participating in any type of use which would cause congestion of the network or interfere with the work of others.
13. Any misuse or disruption of school information technology, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school information technology
14. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over school information technology
15. Accessing or attempting to access unauthorized sites on the Internet
16. Failing to report a breach of school information technology security to the Director of Technology
17. Using school information technology resources after leaving the employment of SKUSD
18. Any communication that violates generally accepted rules of E-mail or computer etiquette and/or professional conduct

Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from his/her building principal or the Director of Technology.

**D. No Expectation of Privacy**

The District retains control, custody, and supervision of all school information technology owned, leased or paid for by the District. The District reserves the right to monitor all computer, Internet, E-mail and telephone activity by employees and other system users. Employees have no expectation of privacy in their use of school information technology, including E-mail messages and stored files, regardless of whether such use is for school purposes or incidental personal use. The District has the ability to check all usage history of its internet connection and network, but will not do so unless it feels there is a particular need to do so.

**E. Confidentiality of Information**

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

**F. Staff Responsibilities to Students**

Teachers, staff members, and volunteers who utilize school information technology for instructional purposes with students have a duty to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the Internet, E-Mail, and general Internet safety for minors and to enforce such. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal.

**Employee Acceptable Use Policy**  
**Southern Kern Unified School District**

**G. Compensation for Losses, Costs, and/or Damages**

The employee shall be responsible for any losses, costs, or damages incurred by the District related to violations of this Policy or rules governing employee use of school information technology.

**H. Responsibility for Laptops Issued to Specific Teachers**

The teacher to whom a laptop is issued is responsible for the laptop at all times in school and outside of school. There should be no expectation that stolen or damaged laptops will be replaced. Only software and shareware with the appropriate licenses owned by the District can be installed on the laptops.

**I. Responsibility for Unauthorized Charges, Costs, or Illegal Use**

The District assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**J. Disclaimer on Liability**

The District assumes no responsibility for any loss or corruption of data resulting from the use of school information technology.

**References**

*Employee Acceptable Use Policy and Rules (Technology) – Albany County School District #1*  
<https://www.acsd1.org/acsd/employee-acceptable-use-policy-and-rules-technology/>

**Employee Acceptable Use Policy**  
**Southern Kern Unified School District**

**EMPLOYEE ACCEPTABLE USE ACKNOWLEDGEMENT FORM**

I have read the Employee Acceptable Use Guidelines for Southern Kern Unified School District. I agree to follow the rules contained in these guidelines. I further understand that electronic mail transmissions and other use of the electronic communications systems, including the Internet, are not private and may be monitored at any time by the District staff to ensure appropriate use, as defined by the Acceptable Use Policy. I understand that violations can result in disciplinary action such as denial of access privileges, change in employment status, appropriate legal action, and/or termination of employment.

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

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

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