

Computer Use Policy And User Agreement for Employees

The Mount Carmel Area School District encourages employees to learn to use its computer and technology resources, including the Internet, in a creative and productive way. However, there are limitations on how these resources may be used.

With this in mind, the Mount Carmel Area School District wishes to make user that all users understand the following:

ACCOUNT INFORMATION

1. Non-privacy of communications, messages, and files: Users should have no expectation of privacy of their communications, messages, and files made transmitted, received, or stored on or through District provided computer resources. Even when computer resources may be password-protected, there is no special confidentiality or privacy on communications, messages, or files. The user's signature on this User Agreement indicates the user's agreement to this provision and the following understandings.
2. With no notice to the user, network administrators routinely monitor and make backup copies of certain District computer resources, including but not limited to the desktop, network use, communication systems, E-mail messages, and internet sites log, to assure the smooth functioning of the computer resources and that they have the ability to view the user's files, messages, or other communications.
3. With no notice to the user, network administrators may review the user's files, messages, or other communications and, if misuse of the computer resources is discovered, record or otherwise use them as a basis for disciplinary action, up to and including termination, or use them as evidence in litigation. Misuse of District provided computer resources may also result in prosecution under applicable federal and state laws and/or required reimbursement to the District for damages.
4. The District may be subject to subpoenas or other court orders requiring the recording and/or release of the user's files, messages, or other communications, and that the District may comply with those subpoenas or court orders.
5. All data contained within District systems is the property of the District.
6. The network administrators may impose restrictions to ensure maximum performance and fairness to all users. These restrictions may include, but are not limited to disk quotas, time restrictions, and concurrent connections.
7. Each user is responsible for backing up his or her files.
8. Users should be aware of any policy changes or updates. Users can check the account information section on the Mount Carmel Area Web Page (<http://www.mca.k12.pa.us>) for additional or updated information.
9. Accounts are available to all employees while he or she is employed with the district.

SECURITY GUIDELINES

1. Security is understood to include the control of access to information, protection of information against unauthorized modification, and protection of systems against denial of service.
2. Users are responsible for understanding security guidelines and maintaining the security of the systems they are using. Therefore, users are responsible for information system activity conducted under their username and password.
3. All users must use only their assigned username and password when using District resources. Under no circumstances should a user ever tell give out his or her password or allow anyone else to use your account. Users who require access to another user's files should see the computer engineer. If someone else uses your account, it will be disabled without notice.
4. Periodically passwords will be checked for security. Users with guessable passwords will be required to change them or will have his or her account disabled. Information on choosing a secure password is available on the Mount Carmel Area Web Page.
5. Users are to report any observed violations of or attempts to violate District security to the computer engineer.

PERSONAL USE RESTRICTED

1. Personal use of District Internet resources must be at virtually no cost to the District.
2. Personal use of computers is restricted to Non-school hours.

INTERNET ACCESS

1. Network administrators will monitor all aspects of the system and will generate logs detailing all users' access to the Internet and E-mail, including sites visited, date, time, and duration of all sites visited by all users, and review this log for conformity to the policy. Because of the nature of the Internet, users may inadvertently access sites

that are not in keeping with District policy. Therefore, in determining the appropriateness of users' access to various sites, the District will consider frequency and duration of visits in addition to any other relevant information.

2. Network administrators will filter content, which it feels is inappropriate, and may impose time restrictions on some Internet sites.
3. Chat lines are prohibited.
4. E-mail and the systems involved in the transmission and storage of E-mail are backed up routinely to prevent accidental loss of data, and that even if a copy of an E-mail message is deleted, another copy may exist in archives.
5. E-mail is to be used with discretion, because E-mail signatures can be forged just as can a written signature, messages can be altered easily and then redistributed so that the new recipients cannot detect the alteration, and messages can be forwarded well beyond the intention of the original sender.
6. Users are not to attempt to forge E-mail in any way.
7. District mailing lists are to be used only for district related business.
8. Attachments of files to E-mail should not be used. The computer department may impose restrictions on the size of attachments. Users who require the need to send large files or files on a regular basis should consult the computer department.
9. The distribution of chain letters as a serious misuse of school resources. Users who are found to be sending chain letters may have their accounts disabled.
10. The computer system may block or filter incoming mail if the computer system determines the mail is spam or considered inappropriate.

SOFTWARE

1. The computer staff regularly evaluates and selects software packages to be offered in the computer labs and classrooms. We encourage input and guidance in helping select those packages most relevant and appropriate in support of the teaching requirements of the Mount Carmel Area School District.
2. Software packages must be legally licensed and supportable in our computer environment. The District will select software that provides the maximum benefit to the faculty, staff, and students who use our facilities.
3. To have software installed, an instructor should first submit a written letter to the assistant superintendent detailing how the software is to be used in the curriculum. Upon approval of the letter, an instructor must complete the software installation form, and provide proof of legal license two weeks prior to the time at which the instructor wishes to use those packages. All software will be installed by the computer engineer.
4. Each year at the end of June, the servers will be purged of instructor files unless the computer engineer receives prior written notice that specific files need to be kept.
5. Periodically, classroom computers may be reloaded in order to maintain a stable system. At this time it will necessary to reinstall any software, which may be specific to these computers. Instructors should have software installation disks/CDs available at all times.
6. Two weeks prior to the start of school, instructors should check their classroom computers to ensure that all previous software is loaded. If the specific software is not loaded, the instructor should contact the computer engineer regarding the installation of missing programs.

CLASSROOM COMPUTERS

1. Classroom computers are to be used for instructional purposes as defined in the curriculum
2. Classroom computers may not be used for personal use during school hours.
3. Instructors may allow students to use classroom computers provided that fairness is given to all students.
4. Instructors should print what is needed and pick-up the print outs at the end of a period to minimize disruption.

PRINTING

1. Laser printers and color printers are available for printing.
2. Employees should be selective when printing and should also encourage students to be selective.
3. All users are to print one copy. Additional copies made on the photocopiers.
4. Users wanting to use the color printers must get approval from the lab operator. The lab operator must approve multiple color copies. The building principal must approve large volume jobs on any of the printers.

COMPUTER LAB USE

1. Instructors may use designated labs for computer-related projects or instruction.

- Instructors should sign up at least two days in advance with the lab operator. Lab reservations will be made based on the six-day cycle, not by a specific date. The lab operator will try to balance the reservations, to allow for fair usage by all instructors.
- Instructors who require the assistance of the lab operator for an assignment should discuss the assignment with the lab operator at least one week in advance, so the lab operator can set up any necessary templates, etc.
- The instructor should familiar himself or herself with the software prior to taking the class to the lab. Do not expect the lab operator to be able to help every single person in the class with questions or problems. Without prior discussion the lab operator will not be able to assist the instructor or students with the assignment.
- Before sending anyone to the computer labs, the instructor should call the lab or send one student to the lab and ask the lab operator on how many students are allowed from a class.
- Instructors should send only those students who have specific assignments. If an instructor sends more than 5 students to the lab at any given time, the instructor must remain in the lab to supervise students.
- Instructors should monitor students keep discipline in the lab. If an instructor cannot maintain control of the student(s), the lab operator may request that the student and/or instructor leave.
- If an instructor is absent and has the lab reserved, the substitute should take the class to the lab ONLY if the substitute is aware of the specific assignment.
- If an instructor has the lab reserved and decides to cancel, the instructor should notify the lab operator as soon as possible.
- Instructors using the high school computer lab should remain in the high school computer lab and not the library.
- The building principal must approve any usage of the computer labs after school.

WEB PAGES

- Users may develop and post web pages to the Internet.
- Each user is responsible for all information contained within his or her web page.
- Written permission must be obtained before posting any information on students or other District personnel (including, but not limited to, pictures, email addresses, and other personal information).
- Faculty may have students develop web pages. Before a student can have a web page placed on the web server, a faculty member must approve the web page. A faculty member approves a web page is responsible for all information on the approved page.

USES MUST BE LAWFUL AND INOFFENSIVE

- Users of District systems must not be false, unlawful, offensive, or disruptive.
- No use shall make rude or hostile reference to race, age, gender, sexual orientation, religious, or political beliefs, national origin, health, or disability.
- Copyrighted or licensed information shall be used only with full legal right to do so.
- All uses of District systems, including the Internet and E-mail, must reflect the District image. Uses of District systems do not all have to be formal, but they must be professional in appearance and tone.

POLICY VIOLATIONS

- The District will review alleged violations of policy and procedures on a case-by-case basis. Violations of the policy will result in referral for disciplinary action as appropriate.

CRIMINAL PENALTIES

- Unauthorized access or use of any District resource may subject offenders to criminal prosecution under federal law or Pennsylvania state law.

By signing below, I agree to abide by the requirements set forth above for the types of access I have to District provided computer resources. I specifically agree to the monitoring of communications and non-privacy provisions set forth above. I understand that any violation of this agreement may result in loss of access or services, disciplinary action, termination of employment, or prosecution under federal and state laws.

Employee Name

Employee Signature

Date