**Toltec School District**

**Electronic Information Services**

**Employee Acceptable Use Policy**

Revised June 2013

**This document outlines the acceptable use of Toltec School District computers and computer network. Hereinafter this**

**document is known as the Acceptable Use Policy (AUP)**.

Employees may not use the Electronic Information Services (EIS) system for any non-educational purposes including, but not limited to, lobbying,

soliciting, recruiting, promoting, or persuading outside organizations, etc. Employee actions will be monitored and tracked. Downloading

unacceptable or copyrighted material, or accessing inappropriate websites is strictly prohibited. Never disclose personal information. The EIS

network security is of utmost importance. If a security problem is identified, a system administrator or the employee’s supervisor must be notified

immediately. Violation of this policy is subject to disciplinary action.

**I understand and agree as follows:**

1. **EIS System:** Toltec School District provides the EIS System for the sole purpose of supporting approved educational activities.

2. **Internet Use:** Internet use is a privilege, not a right. Inappropriate use will result in a loss of network privileges, disciplinary

action, and possible referral to legal authorities. An administrator may deny, suspend, or revoke specific user access and/or user

accounts at any time. The posting of all web pages must be approved by the building principal or District administrator.

3. **Unacceptable Uses:** Unacceptable uses of the EIS are outlined in Governing Policy IJNDB. Unacceptable uses include, but are

not limited to:

a. Using the system for entertainment, commercial or political lobbying purposes.

b. Plagiarizing or misusing copyrighted material.

c. Attempting to spread viruses in the EIS system.

d. Using Internet games, MUDs (Multi User Domains), and IRCs (Internet Relay Chats).

e. Installing, downloading, archiving, distributing or sharing any software or digital file(s) (such as movies, music, or text) for

non-educational purposes.

f. Providing personal addresses, phone numbers, or financial information in network communication.

g. Providing to another person or using another person’s account information. Passwords should be changed frequently.

h. Moving or attempting to repair District owned hardware. Vandalism will result in disciplinary action.

i. Bringing personally owned technology hardware and attempting to use it with District-owned hardware with the sole

exception of removable flash drives.

j. Harassing or engaging in personal attacks, including prejudicial or discriminatory, on individuals or groups. This would

include, but is not limited to, material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially

offensive, or illegal.

k. Posting chain letters or engaging in email spamming.

l. Posting information that could cause damage or danger of disruption to the educational environment.

m. Attempting to or gaining unauthorized access to district systems or data, destroy software, or interfere with system operation or security.

n. Engaging in any illegal or inappropriate acts including, but not limited to, the purchase, sale or distribution of drugs or alcohol, criminal gang activity, threatening conduct, etc.

4. **Termination of Account** Users may be granted an account on a year-by-year basis. Upon leaving the District**,** the user account will be deleted.

5. **My Rights**

I understand that the District may restrict my speech for valid educational or business reasons. The District will not restrict speech on the basis of a disagreement with my opinions. I understand and agree that:

a. There is no right of privacy with respect to the EIS System.

b. Routine maintenance and/or monitoring of the EIS System may lead to discovery that I have violated District Policies,

Administrative Regulations, this Agreement, or the law.

c. An individual search of files will be conducted if there is reasonable suspicion that I have violated this Agreement, District

Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.

d. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted using the EIS System.

e. If I am alleged to have violated this Agreement, District Policy IJNDB or Administrative Regulation IJNDB-R, or the law in my use of the EIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District’s

disciplinary code, it will be handled in a manner described in the disciplinary code.