

Canyons School District

Responsible Access and Use Conduct Guideline



Canyons School District regulates all systems, software, and other content stored on the network, including (but not limited to):

- Word-processing, spreadsheet, presentation, database, and other programs
- Network folders, images, video, and stored files
- Research tools, library catalogs, and associated memberships in online resources
- E-mail, web pages, log files and cache files
- Access to social networking and other websites through Canyons District networks, including access through the use of personally owned devices.

Tampering with CSD technology or another person's work outside the scope of employment is prohibited.

As the line between the actual world and the virtual world of the Internet grows increasingly complex, employees should take care to conduct themselves in a responsible and professional manner. This caution particularly applies to the use of online social software including blogs, wikis, and other social networking technologies.

I understand:

- As an employee using District resources, I represent the Canyons School District, even when using these resources away from or outside of the District.
- I may be held accountable if I knowingly enable others to violate any of these rules.
- Any violation of this Responsible Access and Use Conduct Guideline will result in appropriate disciplinary action.
- I am responsible for the care of District equipment, even if I am using the equipment away from school.
- The District is not responsible for personal devices and their content.

I will:

- Respect the work and privacy of others throughout the CSD network.
- Use my technology, applications, e-mail accounts, social networks, and CSD network space appropriately, for work-related activities.
- Store my documents and files in places that are assigned to me.
- Abide by the Canyons School District copyright policy.
- Make an effort to keep my personal technology free from viruses and other destructive materials and will report any virus detections to a member of the technology staff.
- Report to a supervisor any inappropriate or suspicious activity that may violate these guidelines.
- Be responsible for content accessed, stored, and sent from my District assigned electronic devices at all times.
- Be responsible for content accessed, stored, and sent from my personal electronic devices while on District time, premises, or network

I will not:

- Use District technology resources for commercial activity or to seek monetary gain.
- Intentionally introduce a virus or other harmful code anywhere on the District network.
- Make attempts to circumvent security systems, including filters and computer policies.
- Access, download, store, print, or possess obscene or pornographic material with District equipment or while on District premises.
- Harass others with offensive, obscene, abusive, malicious, embarrassing, or threatening language or images.
- Damage, sell, trade, or steal District-owned equipment or the personal equipment of others.

Ethical Use and Privacy

- I will not attempt to discover or use another user's login name or password, nor will I share my passwords. If I become aware of another individual's password, I will inform that person.
- The Canyons School District respects the importance of online social networking sites to those who use these sites as a means of communication. Social networking users must understand the public nature of these sites and the risks, responsibilities, and accountability that they, as site managers, must assume if they participate.
- I will not copy or transfer any copyrighted materials without proper authorization.
- I will properly cite all online materials that I use in my work.
- I will be considerate and respect the privacy of others.

My Use of CSD Content or School Information on Non-CSD Websites

- Content about the Canyons School District, anywhere on the World Wide Web, should observe all aspects of these guidelines.
- Official CSD files or documents are not to be posted on non-CSD sites.
- I understand that the official CSD website represents the District. No representation of CSD should be made on any website, newsgroup, bulletin board, through e-mail or through any other means without the permission of District administration.

Getting My Content Approved for the CSD Website

- Any individual or organization wishing to post content on the CSD website should e-mail preliminary information to webmanager@canyonsdistrict.org. An initial judgment will then be made of the appropriateness of the posting and other technical issues. Advance notice for special projects is imperative.

**Signature of Agreement
Canyons School District**

I have read the Responsible Access and Use Conduct Guideline, along with District employee discipline and conduct policies, and agree to abide by their terms and conditions. I understand that violation of these policies may result in disciplinary action by the Canyons School District and/or legal authorities.

Name (Please print): _____

Date: _____

Signature: _____

Location: _____