

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT
TECHNOLOGY ACCEPTABLE USE POLICY (AUP)
(Staff)**

Use of Northern Humboldt Union High School District’s computing equipment is a requirement of your employment. Violation of any of the terms set forth in this contract may result in disciplinary action, and/or legal action. All users of Northern Humboldt Union High School District’s computing equipment may be subject to monitoring at any time.

Please provide the required signatures and return to your direct supervisor as soon as possible. Return this page, keep the terms and conditions for your information.

STAFF AGREEMENT

As a responsible Northern Humboldt Union High School District employee, I have read the attached Technology Acceptable Use Policy (AUP), as well as this contract. I understand and will abide by the provisions and conditions of the attached AUP, as well as the terms set forth in this contract. I understand that my violation of the provisions and conditions of the AUP, as well as the terms set forth in this contract, may result in removal of my computing privileges, disciplinary action, and/or legal action.

Employee's Name (please print) _____

Employee's Signature _____ Date _____

STAFF RELEASE FORM

I hereby give the Northern Humboldt Union High School District permission by to post school related information about me on a District sponsored web site, including a teacher’s web site used for school purposes. Examples of such purposes include sports, clubs, staff directory, etc. I release Northern Humboldt Union High School District from any liabilities stemming from such exposure. Please check any or all of the boxes below that you are comfortable having your personal information posted on the internet.

- Name
- Photo
- Digital Projects (e.g. web sites, PowerPoints, movies)

Employee's Name (please print) _____

Employee's Signature _____ Date _____

NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

ACCEPTABLE USE

Use of the network resources and electronic devices must be in support of education and research while remaining consistent with the educational and ethical objectives of the Northern Humboldt Union High School district's restrictions in addition to those stipulated by this policy. Because technology is used as part of school activities, the district's code of conduct apply to any technology related activity as well. Therefore, this AUP is an extension of the district's behavior code. You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- A. As staff members, you are encouraged to educate and monitor student use in regards to cyberbullying. The definition of cyberbullying is intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting to the internet, social networking sites, or other digital technologies harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes. You shall not use any technological resources to participate in cyberbullying at any time. Use of district technology for this purpose will not be tolerated.
- B. You are encouraged to not share your personal contact information about yourself or other people (i.e. address, telephone number, school address, etc.). You are asked to use caution when participating in social networking with students. It is suggested that you create a separate account for personal social networking and professional (school related business) social networking. In addition, it is suggested that you keep these two areas separate.
- C. All electronic resources (graphics, sounds, movies, etc.) accessible via the internet should be assumed to be copyrighted, private property unless explicitly stated otherwise by the source. Use of these resources must be accompanied by either written permission form from the source author or a formal bibliographical reference to the source and author.
- D. All access from the school grounds including school owned and personal devices must utilize the school's network. All the rules and regulations apply when using the school network and/or district owned devices from off campus.
- E. When utilizing district technology students should be under adult supervision while on school grounds and working from off campus. It is the expectation that parents/guardians will provide student supervision while technology is used off campus. If you as a staff member have expectations that students use technology off campus you are expected to communicate with parents.
- F. Posting of any student images and personal information (including names) on the internet requires written permission from parents or guardians. Please refer to SchoolMaster to check if permission has been authorized.
- G. For electronic communication, staff is expected to use the district email system when conducting school related business. By utilizing personal email you are accepting responsibility for any legal action in regards to subpoenas of email.

UNACCEPTABLE USE

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:

- A. Use for commercial activities, gambling, product advertisement, profit-making activities, or political lobbying is not acceptable and is prohibited. Any transmission or reception of pornographic material is also unacceptable and is expressly prohibited.
- B. Accessing non-public areas of the Northern Humboldt Union High School District's network and/or computing equipment from any internet connection (public or private) is forbidden.
- C. Downloading and/or installing any application, plug-in, update, or patch without prior consent from Northern Humboldt Union High School District personnel is not acceptable.
- D. Student use and access to Northern Humboldt Union High School District's network connection for educational purposes requires you to provide direct adult supervision.
- E. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language. You will not use technology that could interfere with the educational process or cause a danger of disruption in the educational environment.
- F. Do not share your account information with anyone. By sharing your login information (username and password), you are taking responsibility for someone else's actions. Anything they do can be traced back to you and you may suffer the consequences of their actions. If you suspect that another person has your account information, report it immediately to the administration. Do not attempt to change your login information.
- G. Do not attempt to login on any Northern Humboldt Union High School District networking or computer system as anyone other than yourself.
- H. Vandalism of any portion of the Northern Humboldt Union High School District's computer network is unacceptable. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or any of the above listed agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading, or creation of, computer viruses.
- I. Plagiarism is taking the ideas or writings of others and presenting them as your own. If you are using material for educational purposes make sure they are cited appropriately.

DISCLAIMERS

Some parts of the internet may contain harmful matter (as defined by the Penal Code 313) that is not suited for students. The district will comply with the laws set forth by CIPA (Child Internet Protection Act) which includes, but is not limited to, content filtering. If you have a question or concern regarding any materials you find, immediately contact your immediate supervisor.

- A. Privileges - The use of Northern Humboldt Union High School District's network, computing equipment, and Internet connection is a privilege. Unacceptable use will result in a cancellation of the privilege. The system administrator may close an account or discretely monitor a user at any time if necessary. The administration, faculty and staff of the Northern Humboldt Union High School District may request the system administrator to deny, revoke, or suspend specific user privileges.
- B. Warranties - The Northern Humboldt Union High School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Northern Humboldt Union High School District will not be responsible for any damages you suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the negligence of the Northern Humboldt Union High School District or your own errors or omissions. Use of any information obtained via Northern Humboldt Union High School District's network, computing equipment, and Internet connection is at your own risk.
- C. Security - Security on any computer system is a high priority, especially when the system involves many users. Upon logging into the district's network, your devices may be checked for anti-virus software and/or software updates. If you identify any security problems with Northern Humboldt

All Personnel

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Union High School District's network, computing equipment, or internet connection, notify the system administrators, Tim Oliveira, at (707) 839-6468 (toliveira@nohum.k12.ca.us).