

Policy Number: 5039	Policy Title: ACCEPTABLE USE POLICY	Page: 1 of 2
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A. Purpose

Tooele County School District (TCSD) provides a number of electronic resources such as access to the Internet, email, student information services and other web-based applications. Content filters are used to ensure the safety of all who use TCSD electronic resources. These resources provide the means necessary for students, teachers, administrators and staff to complete assigned tasks and further educational goals. Each of the guidelines below must be strictly adhered to; failure to do so will result in disciplinary action. Resources provided by TCSD are to be used for research and to enhance instruction. This legal and binding document shall be reviewed and signed annually. A signed copy will be kept on file in Tooele County School District's Instructional Technology Department.

B. Guidelines

1. User Privacy:
 - a. Respect and protect the privacy of others.
 - b. Do not distribute, view, use or copy data or passwords on computers/networks for which you are not authorized.
 - c. Computer/network etiquette will be observed as data/images reside on the Internet indefinitely.
2. User Security:
 - a. Protect the integrity, availability and security of all technology resources.
 - b. Refrain from vandalism, do not destroy or damage computers or data resources residing on TCSD networks.
3. User Rights:
 - a. The use of electronic resources is a privilege not a right.
 - b. Respect the intellectual property of others. Do not plagiarize or make illegal copies of music, games, movies or academic works.
 - c. In a case of probable cause, there is no expectation of privacy.
4. User Responsibility:
 - a. Communicate in a professional, reasonable and clear manner.
 - b. Report any threats or objectionable materials received electronically.
 - c. Do not intentionally access, transmit, copy or create pornographic content, threatening or obscene language, and unethical, discriminatory or illegal communications on any electronic device owned by TCSD or on TCSD networks or property.
 - d. Do not use TCSD resources to further acts of a criminal nature.
 - e. Do not spam (send unsolicited mailings) sell, advertise or otherwise conduct personal business at the expense of TCSD.
 - f. Guest Access:
 - g. Guests are permitted on the TCSD network by invitation only. Guests are required to abide by each tenet of the Acceptable Use Policy.

C. Disciplinary Action

1. Violation of the Acceptable Use Policy will result in actions such as but not limited to:
 - a. Verbal warning
 - b. Written warning

- c. Loss of electronic/computer privileges which may necessitate a change in enrollment/employment status
- d. Suspension, Expulsion or termination and/or referral to law enforcement for prosecution

D. Acceptable Use Policy Enforcement

District administrators and school principals are authorized to monitor the use of instructional resources to ensure conformity to this policy. Administrators reserve the right to examine, use and disclose any information found on the schools networks in order to maintain/secure the health, safety and discipline of any network/computer user. Any information found on district owned machines may be used in disciplinary actions and may be admitted as evidence in civil or criminal investigations.

E. Search and Seizure

Tooele County School District reserves the right to provide a safe and threat-free learning environment for its students, teachers, administrators, staff and guests. In the event of probable cause, Tooele County School District administration and/or law enforcement will conduct a reasonable search of TCSD property and applicable devices and will seize any illegal or such materials as are in violation of this Acceptable Use Policy.

F. Liability

Tooele County School District will not be held liable for individuals obtaining illegal information, explicit images, or objectionable content as a result of violating the Acceptable Use Policy. TCSD electronic resources are to be used in an instructional manner.

I HAVE READ AND FULLY UNDERSTAND THE TOOELE COUNTY SCHOOL DISTRICT ACCEPTABLE USE POLICY AND WILL ABIDE BY ITS STIPULATIONS:



LEGAL REFERENCE:

POLICY ADOPTED: 06-16-2009

REVISED/REVIEWED: