

**POLICY—400.8—TECHNOLOGY RESOURCES: NETWORK ACCEPTABLE USE
(EMPLOYEES)**

	DISTRICT CODE: 400.8	ADOPTED: 7.10.07
	RESCINDS: IJND	ADOPTED: 7.10.07

BOARD POLICY

1. The Board recognizes the need for a policy governing the use of the electronic information resources by students as outlined in Utah State Code §53G-7-1002. Responsibility is delegated to the District Administration for implementing the policy according to established regulations.
2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.

	ADMIN-REG: 400.8-1	APPROVED: 7.10.07
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ADMINISTRATIVE REGULATION—400.8-1:

1. The Acceptable Use Policy shall be administered and implemented according to the terms and conditions outlined in the following regulations:

	ADMIN-REG: 400.8-2	APPROVED: 7.10.07
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ADMINISTRATIVE REGULATION—400.8-2: (Scope)

1. This policy references the use of electronic information resources made available to employees by Canyons School District. These resources include, but are not limited to, voice mail, electronic mail, the Internet, and other network files or accounts provided to employees.

	ADMIN-REG: 400.8-3	APPROVED: 7.10.07
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ADMINISTRATIVE REGULATION—400.8-3: (Terms and Conditions)

Acceptable Network Use

1. Employees will use the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this policy.
2. Employees who formally publish school or District related information on the Internet must have proper approvals and abide by district publishing guidelines and procedures (as per Policy—700.9—District and School Sponsored Information Media).
3. Employees are expected to abide by generally accepted rules of network etiquette.



These rules include, but are not limited to, being polite, never sending or encouraging others to send abusive messages, and never using inappropriate language.

Unacceptable Network Use

1. Employees may not intentionally transmit or receive material in violation of law or District policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devices. An employee may not be in possession of or use pornographic material on school property. Users are prohibited from posting or sending content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
2. Employees may not participate in or promote any illegal or inappropriate activities, disruptive use of the network, or activities of any kind that do not conform to the rules, regulations, and policies of Canyons School District.
3. Employees may not use the network for product advertisement or political lobbying.
4. Employees are advised not to reveal personal information such as names, addresses, telephone numbers, passwords, credit card numbers or social security numbers. Releasing personal information of others or that of organizations associated with the District is prohibited.
5. Employees may not intentionally harm or destroy District data, the network, or network performance. This includes, but is not limited to, creation and introduction of computer viruses, unauthorized access to restricted systems or programs, or using the District network to illegally access other systems.

ADMIN-REG:
400.8-4

APPROVED:
7.10.07

ADMINISTRATIVE REGULATION—400.8-4: (Expectation of Privacy)

1. Employee files, disks, documents, etc., which have been used or created with District electronic information resources are not considered private.
2. Electronic mail transmissions are not private.

ADMIN-REG:
400.8-5

APPROVED:
7.10.07

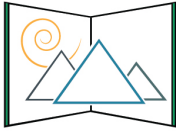
ADMINISTRATIVE REGULATION—400.8-5: (Submission)

1. Employees will be required to submit a new Employee Signature of Agreement Form each year or upon special request. Forms are available from local principals and department supervisors.

DISTRICT CODE:
IJND-R-5

APPROVED:
7.10.07

ADMINISTRATIVE REGULATION—400.8-6: (Disciplinary Action)



1. The signature indicates that the employee has carefully read, understands, and agrees to abide by the terms and conditions regarding proper behavior and use of the network. The signature on the Employee Signature of Agreement Form is legally binding.
2. Employees who violate the terms and conditions of this policy may have their access to electronic information limited, suspended, or revoked and will be subject to disciplinary action, including the possibility of termination of employment and appropriate legal action as outlined in District Policy—410.14—Termination of Employment (Licensed)

ADMIN-REG:
400.8-7

APPROVED:
7.10.07

ADMINISTRATIVE REGULATION—400.8-7: (Service Disclaimer)

1. Canyons School District makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The District will not be responsible for any damages an employee suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, employee errors or omissions, or non-deliveries or service interruptions caused by a network system. Use of information obtained by the network system is at the employee's own risk. Canyons School District specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.

EXHIBITS

None

REFERENCES

None

FORMS

None

CANYONS BOARD OF EDUCATION

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.