



## ACCEPTABLE USE POLICY FOR EMPLOYEES

**Acceptable Use:** The purpose of the District technology systems, including computers, handhelds, Internet access, email, telecommunications, and media retrieval is to support the educational mission of the District. The District network is designed to provide access to the Internet and to allow users to share information, applications, and to store files. The use of your account to access these services must be in support of education and research and consistent with the educational objectives of Napa Valley Unified School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. You will be responsible for assisting with monitoring the account.

**Privileges:** The use of the Internet and access to the electronic resources provided through the district network is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator may deny, revoke, or suspend specific user accounts.

**Network Etiquette:** The use of a network account requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
- Privacy. Note that electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activity may be reported to the authorities.

**Connectivity:** Do not use the network in such a way that would disrupt the use of the network by others.

**Services:** Napa Valley Unified School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our operation of the system or your errors or omissions. Use of any information obtained via the Internet is at your own risk.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. Security problems include the vulnerabilities introduced by the installation or connection of personal equipment to the district network. If you feel you can identify a security problem, you must notify a system administrator either in person or via the network. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to computers.

**Vandalism:** Vandalism will result in cancellation of privileges and perpetrators will be subject to disciplinary action under Napa Valley Unified School District policy 4118, Disciplinary Action/Suspension and policy 4218, Dismissal/Suspension/Disciplinary Action. This includes, but is not limited to, the uploading or creation of computer viruses, or connecting personal equipment to the network that exposes the system to viruses and creates other security vulnerabilities.