

EMPLOYEE ACCEPTABLE USE AGREEMENT

PVUSD is dedicated to the use of technology as a tool to enhance learning, increase productivity and promote creativity. The internet and use of technology communication tools are extremely valuable for collaboration, publishing, and interacting with peers, experts, and other audiences.

Specifically the use of the internet provides opportunities to access a wide variety of information, reference materials, and educational resources previously inaccessible. However by its very nature, the free-flowing, uncensored exchange of information and communication that characterizes the internet has forced the issue of how and by whom the network should be used.

As a result, the District has created an acceptable user policy to ensure safe and legitimate uses of the internet and the District's network and computers. **Employees must fill out and sign this policy once.** This policy is to be regularly reviewed by the Superintendent or designee to ensure its effectiveness.

Internet Safety Guidelines

All staff, students and parents should be aware of the potential dangers that the use of the internet may bring. These are some example guidelines to ensure student safety when using the internet:

- All students should have adult supervision when using the internet.
- Users should not reveal personal information about themselves or others on the internet.
- Students should not place photos of themselves or others on the internet.
- Users should never meet with a person or persons they have met only on the internet.

The purpose of PVUSD's Acceptable Use Policy (AUP) is to comply with the Children's Internet Protection Act (CIPA) by preventing unlawful and malicious activities by users on the PVUSD network, and securing confidential information from unauthorized access. The use of the PVUSD network is a privilege, not a right. All students will submit a signed and completed AUP every academic year to their site's administration before using District computers and network. Staff members must sign an AUP, which will be kept on file at their site, before using District computers and network. All users, with or without a signed AUP must comply with every aspect of this policy. Any violation of this AUP may result in disciplinary and/or criminal action. Users are expected to report any security problems or misuse of district technology.

The District utilizes an internet filter to block access to content that is obscene, pornographic, or detrimental in general. The District reserves the right to monitor users' network activities. Therefore, users should have no expectation of privacy concerning the use of the PVUSD network. This includes, but is not limited to, all electronic communication such as e-mail, chatting, blogging, etc.

Acceptable Uses of the PVUSD Network

The PVUSD network is to be used for educational purposes and District business, such as: class assignments, career development activities, educational research, extra-curricular activities, communication activities and access to network resources.

Unacceptable Uses of the PVUSD Network

Any unlawful or malicious use of the PVUSD network, such as, but not limited to:

- Accessing, posting, submitting, publishing, displaying or transmitting any of the following:
 - o Pornographic or sexually explicit material
 - o Material that could be construed as harassment or disparagement of others based on race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs
 - o Obscene depictions
 - o Materials that are threatening or encourage illegal activities



- Selling or purchasing illegal items or substances
- Selling anything using the district network
- Accessing and/or spreading malicious files, such as viruses, worms, spam, etc.
- Violation of copyright laws or plagiarism of any kind.
- Causing harm to others or damage to property, such as, but not limited to:
 - o The use or distribution of profane, abusive, or offensive language; threatening, harassing, or making damaging or false statements about others.
 - o Using, deleting, copying, modifying or forging other users' names, emails, files, or data.
 - o Using another person's network account name, information or credentials.
 - o Disclosing information that could potentially lead to unauthorized access of network account name, information or credentials.
- Accessing the PVUSD network, either internally or externally, to pursue "hacking."
- Using the network to encourage the use of drugs, alcohol, or tobacco.
- Using the network for commercial, political, religious or gambling purposes.

Penalties for Violation of the AUP:

Any intentional violation of this AUP may result in the loss of the user's network access, disciplinary and/or legal action for both students and employees, including suspension or expulsion from District schools, or dismissal from District employment and/or criminal prosecution by government authorities. The District will attempt to tailor disciplinary action to the severity of the violation.

Disclaimer and Waiver

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of its network, computers or accounts. Any additional charges a user accrues due to the use of the District's computers or network are to be borne by the user; the user hereby waives any and all claims against the District and further agrees to indemnify and defend the District for and against any claims arising out of the use of the District's network, computers or accounts. The District is not responsible for the accuracy or quality of any information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of the Pajaro Valley Unified School District

Site: _____

Employee Name: _____

Last four digits of SSN _ _ _ _

Employee Job Title: _____

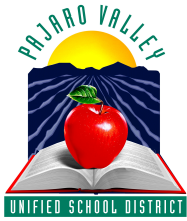
Please check appropriate box:

CERTIFICATED CLASSIFIED

Employee Signature: _____

Date: _____

Please return this form to the Human Resources Department where it will be *kept on file*.
It is required for all PVUSD employees.



Pajaro Valley Unified School District
Technology Department
294 Green Valley Road, Watsonville, CA 95076
Main technology support line: (831) 786-2170

***** Send FAX of Completed Form to Human Resources: 831-761-6018 *****

District Computer Network User Information Form

New User: <input type="checkbox"/>
Update User Information: <input type="checkbox"/>
Reactivate User (after 6 months absence from the district): <input type="checkbox"/>
Reset the Password: <input type="checkbox"/>
Remove the User From the Site: <input type="checkbox"/>
Other : <input type="checkbox"/>

Name:	Job Description:
Last Four Digits of SSN:	
School:	Department / Grade:
Office Address:	
Office Telephone Number:	Office Fax Number:
Password:	

~~Your password must be at least eight characters long. It must contain at least two letters, one upper case and one lower case, one number and or one symbol. It cannot contain any parts of your name.~~

~~A good example is a word, capitalize the first letter, add a number or symbol, or both. Sports#1, I<3Art, Music!, etc.....~~