



IT Services Acceptable Use Procedure

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Expectation of privacy:

Employees of North Mason School District (referred to as "NMSD" OR "district" for rest of the document) can have NO expectation of privacy concerning email, voice mail, IM, Text messaging, web browsing or data when using district resources. District Services include, but not limited to:

- District email (Office 365)
- District Internet connection
- District computers (notebook, tablet, and desktop)
- District phone services
- District data network
- District server(s)
- District access controls
- District premises

All documents are subject to the public records disclosure laws of the State of Washington. Chapter 42.56 RCW

Acceptable uses of the Internet and District Services:

Use of the NMSD provided services is intended to be for business reasons only. The district encourages the use of district services because they make communication more efficient and effective. However, district services such as e-mail are district property, and their purpose is to facilitate business of the district. Every staff member has a responsibility to maintain and enhance the district's public image and to use the district e-mail and access to the Internet in a productive manner. To this end, the following guidelines have been established for using district services on the internet. Any improper use of the district services is not acceptable and will not be permitted.

Unacceptable uses of the Internet and District Services:

The district services may not be used for transmitting, retrieving or storage of any documents of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. Not to use the company communications systems to set up personal businesses or send chain letters, forwarding of company confidential messages to external locations, distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment, accessing copyrighted information in a way that violates the copyright, breaking into the district's or another organization's system or unauthorised use of a password/mailbox, broadcasting unsolicited personal views on social, political, religious or other non-business related matters transmitting, unsolicited commercial or advertising material undertaking deliberate activities that waste staff effort or networked resources introducing any form of computer virus or malware into the corporate network

No abusive, profane or offensive language is to be transmitted through the district's e-mail or Internet system. Electronic media may not be used for any other purpose that is illegal or against district policy or contrary to the district's best interest. Solicitation of non-district business or any use of the district e-mail or Internet for personal gain is prohibited.

The following are examples of prohibited activities and are considered security violations: intentionally revealing your account password to others or allowing use of your account by others; accessing data of which the user is not an intended recipient; and circumventing user authentication or security of any system, or account.

Student Data is Confidential:

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act ([FERPA](#)) and Children's Online Privacy Protection Rule ("[COPPA](#)")

Social Media

[Reference Board Policy 2026](#)
[Reference Board Procedure](#)

Communications:

Each employee is responsible for the content of all text, audio or images that they place or send over the District's E-mail/Internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from the district. All messages communicated on the District's E-mail/Internet system should contain the employee's name.

Any messages or information sent by an employee to another individual outside of the district via an electronic network (e.g., bulletin board, on-line service or Internet) are statements that reflect the district. While some users include personal "disclaimers" in electronic messages, there is still a connection to the district, and the statements may be tied to the district. All communications sent by employees via the District's E-mail/Internet system must comply with this and other district policies and may not disclose any confidential or proprietary information.

Software:

To protect from and to prevent computer viruses from being transmitted through the District's network, there will be no unauthorized downloading of any unauthorized applications/software. All applications/software downloaded must be registered to the district. Use of free web-based applications/software and procurement of applications/software must be preapproved by the IT Department. The IT Department will only provide technical support for district approved applications. Approval can only be satisfied once required testing of the software has been completed. This is in accordance with the districts' IT Procurement Procedures. Employees should contact the IT Department if they have questions.

Copyright Issues:

Copyrighted materials belonging to entities other than NMSD, may not be transmitted by employees on the districts' e-mail/Internet system. All employees obtaining access to other districts'/companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with explicit permission, or as a

single copy to reference only. Failure to observe copyright or license agreements may result in disciplinary action.

Security Monitoring:

The NMSD routinely monitors usage patterns for its e-mail/Internet usage. The reasons for this monitoring are many, including cost analysis/allocation and the management of the district's gateway to the Internet. All messages created sent, or retrieved over the district's e-mail/Internet are the property of the district and should be considered public information. The district reserves the right to access and monitor all messages and files on the district's e-mail/Internet system as deemed appropriate. Employees should therefore, not assume electronic communications are totally private and should transmit highly confidential data in other ways.

NMSD accepts that the use of email is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the district. In addition, all of the district's email resources are provided for business purposes. Therefore, the district maintains the right to examine any systems and inspect any data recorded in those systems. In order to ensure compliance with this policy, the district also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with an approved procedure.

Violations:

Any employee found to be abusing the privilege of district enabled access to any district provided services, will be subject to corrective action up to and including termination. If necessary, the district also reserves the right to advise appropriate legal officials of any illegal violations.

Network Access

Your personal account will be identified by your login ID. Usernames and passwords are considered confidential data and must be protected and may not be shared. Authorized users are responsible for the security of their passwords and accounts. Sharing passwords is strictly prohibited. NMSD enforces password changes every 120 days for active user accounts.

After the IT department receives the formal request from the HR Department they will;

1. Create your personalized logon accounts
2. Meet with you to communicate account information. Items discussed are;
 - a. Network Account logon information
 - b. Microsoft 365 Account logon information
 - i. Access your account portal at: *www.office.com*
 - c. Picture taken for ID badge
 - i. Card access permissions
 - d. Any other necessary information

IT SERVICES USER AGREEMENT

Employee User Access Form

By signing this document, I acknowledge, I have received a copy of the North Mason School District Procedure on IT Services Acceptable Use and agree to its terms. I recognize and understand that the district's IT Systems are to be used for conducting the school district's business only. I understand that use of this equipment for private purposes is strictly prohibited. I understand that this corporate guideline applies to me.

As a condition of my right to use the Washington Education Network (WedNet), including use of WedNet to access public networks such as the Internet, I understand and agree with the following:

1. That the use of the WedNet, including use to access public networks, is a privilege which may be revoked by the Washington School Information Processing Cooperative (WSIPC), NMSD, or other administrators of WedNet at any time for abusive conduct or violation of the conditions of use set forth herein or in the WedNet Access Policy. WSIPC and/or the Western Regional Data Center staff will be sole arbiter(s) of what constitutes abusive conduct or violation of the WedNet use policies.
2. That WSIPC, NMSD, and/or the Western Regional Data Center staff have the right to review any material stored in WedNet files to which other WedNet users have access and to edit or remove any materials which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have in and to such material.
3. That all information and services contained on Internet Access Nodes in WedNet is placed there for general informational purposes and is in no way, intended to refer to, or be applicable to, any specific person, case, or situation.
4. That NMSD will provide a network account and email address with access to Microsoft 365 for work related materials. NMSD has the right to review any material stored on those servers which they, in their sole discretion, believe may be unlawful, obscene, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have in and to such material.

Employee Signature

Employee Printed Full Name

Date

Position

School