Dawson Education Service Cooperative

Acceptable Use Policy

Dawson Education Service Cooperative offers access to the Cooperative's computer network for electronic mail and Internet to Cooperative employees. To gain access to e-mail and the Internet, all employees must agree and sign this form.

The following policy for acceptable use of computers, networks, and system resources, including the Internet, shall apply to all Dawson Education Service Cooperative ESC administrators, faculty, and staff as well as any state or educational employees housed at Dawson Education Service Cooperative Educational Service Cooperative or working offsite using Cooperative Computer and Network resources. All technology equipment shall be used under the supervision of the site administrator. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions as specified in the Personnel Policy Handbook.

Computer and Password Protection

1. The individual in whose name a computer is issued will be responsible at all times for its proper use.
2. Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized staff members).
3. Users shall not store or display their system resource passwords anywhere except on their person (e.g. wallet, purse) or in an otherwise secure location (e.g. locked cabinet or file drawer).
4. Users shall not try to discover another user's password by any method.
5. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.

Inappropriate usage

6. Use of non-instructional / non-administrative Internet games, is prohibited. This includes, but is not limited to, personal use of streaming media such as online radio stations or video broadcasts. (Short newsworthy video clips are allowed)
7. Users may not copy or distribute copyrighted materials such as software, audio, video, files, graphics, and text without the express written permission of the copyright owner and the permission of the site administrator.
8. Users may not download, upload, install, or otherwise use programs or software not directly related to their work prior to permission from the Dawson Education Service Cooperative ESC Technology Department. This includes, but is not limited to, executing "portable" applications located on mobile media or devices.
9. Users shall not use the system for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy and guidelines.
10. Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance

of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan, or other name.

11. Users shall not use system resources to purposefully distribute, create, or copy messages or materials that are abusive, obscene, sexually oriented, threatening, harassing, or illegal.

12. Users shall not use system resources to purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, or illegal. The State of Arkansas provides filtering mechanisms to help prevent accidental access to such materials; however, filters are not all-inclusive and will not block all inappropriate sites. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident to the supervising teacher or site administrator.

13. **Dawson Education Service Cooperative does not support personal equipment or software. Users shall not install personal software on DEC-owned computers (Home Network Connection Software is permitted).**

14. Users shall not use system resources for the forgery or attempted forgery of e-mail messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the ability of other users to send/receive email, or the use of another person's email account is prohibited.

15. Users with Dawson Education Service Cooperative e-mail access shall not waste district resources through inappropriate use of the network including use of DEC group e-mail distribution lists to send non-administrative or non-instructional messages to other users (**e.g. chain letters, broadcast messages, and personal advertisements**).

16. Limited personal use of the system shall be permitted if the use imposes no tangible cost on the district, does not unduly burden DEC's computer or network resources, and has no adverse effect on an employee's job performance.

17. Users who identify or know of a security problem on the system must notify a System Administrator immediately and must not demonstrate or verbalize the security problem to other users.

18. Users should be aware that the inappropriate use of electronic information resources could be a violation of local, state or federal laws. Violations can lead to prosecution.

19. Peer to Peer (file sharing) programs (Limewire, Kazaa, and others) **are prohibited** on the DEC network and on Cooperative computers used for the purpose of illegally downloading or uploading media.

20. Users will not connect personal computing or networking equipment to any district owned computer or network resource. This includes, but is not limited to, personal laptops, switches/hubs, wireless access points, cable/DSL routers, etc, unless written permission is granted by the Dawson Education Service Cooperative Technology Department.

Computer Security, Access, and Logins

21. Users shall not bypass or attempt to bypass the Cooperative's security measures through means such as, but not limited to, online proxies, bootable media, IP spoofing, etc.

22. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.

23. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to, removal of parts, intentional destruction of equipment, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.

24. **Users shall not relocate or remove technology equipment (hardware or software) from its location without permission from the Dawson Education Service Cooperative Technology Department.**

25. Users shall not use system resources to distribute or provide personal information or addresses that others may use inappropriately.

26. Users should be aware that electronic mail (e-mail) and all other files stored on DEC's network are the property of Dawson Education Service Cooperative. Users should not send any messages or create any files that they would not want to be made public. Space restrictions will be implemented according to cooperative guidelines.

27. **Users shall maintain a strong password on Dawson Education Service Cooperative computers, email system and any other network logins at all times. A strong password is at least 8 characters long and contains at least 3 different types of characters. (e.g. Name321*, this example has four different characters and 8 total characters)**

28. Student, staff and client information shall be safely guarded. Laptops will contain encrypted areas or will have full disk encryption. All student, staff, and client personal information shall be kept in the encrypted areas.

User Privacy

29. Users should not expect privacy in the contents of their personal files on the Cooperative's network or permissible personal computers used at the Cooperative; they must realize that any information stored electronically on Cooperative-owned equipment is subject to Arkansas' Freedom of Information Act and any permissible personal computer is required by this agreement to be subject to the same regulations. The Cooperative reserves the right to monitor, inspect, copy, review and store at any time and without prior notice, any and all usage of the computer network and/or internet usage.

Wireless Security Policy

General Use and Ownership

1. Users are responsible for exercising good judgment regarding the reasonableness of personal use.
2. For security and network maintenance purposes, authorized individuals within the cooperative may monitor equipment, systems and network traffic at any time.
3. DEC reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

1. Employees should take all necessary steps to prevent unauthorized access to the cooperative's proprietary and confidential information. Examples of confidential information include, but are not limited to: company private information, corporate strategies, competitor sensitive information, trade secrets, specifications, customer lists, and research data.
2. Employees must keep passwords secure and may not share accounts. Authorized users are responsible for the security of their passwords and accounts. Users will be required to change their passwords accordingly.
3. Each Wireless Access Point (WAP) is password protected and DEC's Technology Dept. reserves the right to change the password for either the public or private wireless networks at any time, if it deems necessary for security purposes.

4. For security purposes, DEC encrypts all traffic between the user's host device and the WAP that the user is connecting to.
5. All devices that are connected to DEC's computer network, whether owned by the user or by DEC, must have an approved virus-scanning or Internet security package with a current subscription and a up-to-date virus definitions database installed.
6. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail/logic bombs, Trojan horses, worms or other forms of malicious software.

CONSEQUENCES FOR INAPPROPRIATE USE COULD INCLUDE:

· Suspension or limitation of access to the system

· Revocation of the computer system account

· Other disciplinary or legal action, in accordance with Dawson Education Cooperative policies and applicable laws.

As a user of the Dawson Education Service Cooperative ESC computer network, I hereby agree to comply with the above stated rules for using the Internet, networked and stand-alone computers, wireless access, and other coop technology equipment.

Name:_____

Signature:_____

Title:_____

Date:_____