

ACCEPTABLE USE	<p>All District students and employees shall sign and acknowledge receipt of an Acceptable Use Agreement.(e-form)</p> <p>Non compliance may result in suspension of access or termination of privileges and other Disciplinary action consistent with District policy (DH, FN series, FO series and the Student Code of Conduct). Violation of law may result in criminal prosecution as well as disciplinary action by the District.</p>
FILTERING	<p>The District shall filter and restrict access to prohibited sites.</p>
MONITORED USE	<p>The District may monitor electronic mail transmissions and other electronic communication systems by designated District staff.</p>
INTELLECTUAL PROPERTY RIGHTS	<p>District employees have limited rights to work they created using the District's electronic communication system.</p>
ON-LINE CONDUCT	<p>The following standards apply to all users of the District's electronic communication system:</p> <ul style="list-style-type: none">• The individual in whose name a system account is issued will be responsible at all times for its proper use.• The system may not be used for illegal purpose, in support of an illegal activity or any activity prohibited by District policy and guidelines.• System users may not use another person's account.• System users may not re-distribute copyrighted materials without the consent of the copyright holder. Documents to verify this must be kept on file by the system user.• System users may upload public domain programs and are responsible for determining what is in the public domain.• System users may not post or send messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.• System users may not purposely access information that is abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

NETWORK
ETIQUETE

System users are expected to observe the following network etiquette:

- Be polite, messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language are prohibited.
- Pretending to be someone else when sending or receiving messages is prohibited.
- Transmitting obscene or prohibited pictures is prohibited
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- Paging others when they are on-line should be by mutual agreement.

TECHNOLOGY
PLAN

The District shall convene the Technology Plan Committee a minimum of twice a year for the purpose of reviewing and revising the District Technology Plan. When the plan is revised, it shall be distributed to all campus administration and appropriate central office administration.

The Committee shall conduct an annual assessment of the Technology Plan as outlined in the Plan.

TRANSFER OF
EQUIPMENT TO
STAFF

The District may transfer electronic equipment to a staff member. The equipment must be signed-out and the receipt will be acknowledged. The acknowledgment shall include a statement that grants the District the right to adjust the employees' final pay if all or part of the equipment is not returned as agreed. The adjustment will be determined based on the age and depreciation of the equipment. See CQ Equipment Checkout form.

Upon a staff member's exit from the District, the equipment shall be returned and the District shall acknowledge the return of such equipment. Failure to return equipment may result in the employee's final pay held by The Office of Business Services.

TRANSFER OF
EQUIPMENT TO

The District may transfer equipment to a student enrolled in the District under these conditions:

STUDENTS

- Any data processing equipment donated, purchased or surplus by the District
- If it is determined that the student does not have access to data processing equipment at home
- Determine that the transfer serves a public purpose and benefits the District

The District will remove all offensive, confidential or proprietary information.

The student will

- Acknowledge receipt of the equipment
- The District acquires parental signatures on a "Student Equipment Use Form" and acceptable use policy
- The Parent agrees to take financial responsibility in the case the equipment is lost or stolen while in the possession of the student (value to be determined based on age and depreciation of the equipment)
- The student follows District Acceptable use policy when using the equipment at home.

FACILITY
REMODELING

When an administrator decides to remodel campus or office facilities, they must consult with the Network Manager.

The NM will determine the need and cost for wiring or cabling in order to provide the facility with access to communication ports.

PURCHASING
HARDWARE OF
SYSTEMS
SOFTWARE

All purchase requests for communication and information hardware and operating systems software (not instructional) shall be sent to the Executive Director of School Services at Central Administration.

Please include any equipment specification information or other pertinent data to expedite the process.

Once the purchase request has been reviewed, the Director will return it for you to process into a purchase order or call you to discuss the items on the purchase request.

E-MAIL FORMAT

Always use a clear and concise subject header in the subject line.

- Check the appropriate box if a return receipt is required or if the communication is urgent.
- Be aware of the target audience and the purpose of the e-mail.
- E-MAIL TEXT** The body of the e-mail should be brief and concise giving only the necessary information. Use lists or bullets and short paragraphs. They are easier to read.
- When attaching a file, indicate the format and content of that file.
- E-MAIL CONTENT** Specify any timeline when required. Use the four “W’s” : Who, What, When, and Where. Give the facts only. If a meeting is required, do not give full details in the e-mail, instead; schedule a meeting. Confirm the meeting within a 24 hour period.
- Be cautious of what is stated in an e-mail. The information may surface later. Do not use emotional descriptive phrases Maintain confidentiality at all times.
- Use correct punctuation, capitalization, and spelling at all times. Use the spell check.
- PURPOSE** The following should be sent as attachments:
- Agendas
 - Memos
 - Reading materials
 - Lengthy text of any kind (meant for later reading)
- E-mail should be to
- Give information
 - schedule meetings,
 - request information,
 - remind staff of meetings,
 - announcements
- PROTOCOL** Check e-mail twice a day. Prioritize the CC’s. Clean e-mail regularly by deleting or filing it.
- Do not bold or use all caps in the text. This is screaming in e-mail format. You may wish to use asterisks or italics for emphasis instead. Use these sparingly.

