

LUZERNE INTERMEDIATE UNIT 18

ACCEPTABLE USE POLICY for TECHNOLOGY AND THE INTERNET

Please read the following carefully before *signing* this document. This is a legally binding document.

OVERVIEW

Purpose

A need exists for a single clear statement of policy to establish acceptable standards for Luzerne Intermediate Unit technology resources. The goal is to establish general guidelines to prevent misuse of computers, software, network, electronic mail, Internet, and voice mail.

Scope

This policy applies to *all* users, employees, students, and guests, of the Luzerne Intermediate Unit, whereas the individual responsibility of the user may vary according to his/her role.

Background

The Luzerne Intermediate Unit provides technology to assist in the conduct of business and education. All computers and the data stored on them are and remain at all times the property of the Luzerne Intermediate Unit. Employees and students shall have no legitimate expectation of privacy as to any information or file transmitted or stored through the Luzerne Intermediate Unit's computer systems, voice mail, electronic mail, or other technical resources. As such, any data files composed, saved, sent, or received are and remain the property of the Luzerne Intermediate Unit. The Luzerne Intermediate Unit reserves the right to retrieve and read any data files composed, saved, sent, or received.

Privileges

The use of the Luzerne Intermediate Unit resources is considered a privilege and misuse or abuse of any system could result in the complete removal of any and all rights. The technology coordinator will make recommendations on what is inappropriate use and these recommendations can be used to close the user account. An administrator, faculty member, or staff of the Luzerne Intermediate Unit has the right to request that the system administrator deny, revoke, or suspend specific user accounts.

If necessary, disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) his/her significance.

SECTION ONE: COMPUTER NETWORK SYSTEMS

Purpose

The need exists for a clear statement of policy for the use of the Wide Area Network (WAN) including all related equipment and software encompassing data storage and traffic.

Background

With the rapid growth of client/server applications, shared files, and network storage, proper utilization is essential. Proper design and use of network applications and procedures will allow for more efficient network expansion that can better serve the needs of the Luzerne Intermediate Unit.

Monitoring will occur during normal system operations. By logging on, the user consents to such monitoring. A user must abide by the terms of all software licensing agreements and copyright laws. The user has full responsibility for the use of his/her account. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.

Policy

Prohibitive actions include, but are not limited to:

- Network Integrity
 - Passwords
 - Passwords must never be shared with another user
 - Passwords must never be written or stored within plain sight or under the keyboard
 - Any attempt to compromise a password is prohibited
 - Software
 - No user, at any time, should install any software without the knowledge and consent of the Technology Department
 - Copying programs licensed to the Luzerne Intermediate Unit
 - Hardware
 - Physical abuse of hardware
 - Only authorized Luzerne Intermediate Unit equipment should be connected to the network. Exceptions can be made, but requires knowledge and consent of the Technology Department
 - The use of modems for the purpose of automatically receiving data on networked computers is strictly prohibited
 - Data
 - Deletion, examination, copying, printing, or modification of files and/or data belonging to other users without their prior consent
 - Major file transfers greater than 5MB, should only be done **after** normal business hours
 - Viruses
 - The willful introduction of computer “viruses” or other disruptive/destructive programs into the computer and/or network or into external computers and/or networks
 - Use of facilities and/or services for commercial, for-profit activity, extensive personal business, or personal activities.
 - Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration. This also includes any outside organization resources. Doing so is in violation of PA and U.S. Federal laws.

The following guidelines will be enforced to aid in proper network utilization

- Passwords must be changed every 60 days
- A user can only change his/her password every 5 days or more
- Passwords must contain at least 8 characters consisting of:
 - At least 1 upper case letter
 - At least 1 lower case letter
 - At least 1 number
- Passwords cannot be any form of your user name
- Passwords cannot be repeated for at least five consecutive changes
- Upon successfully changing his/her password, the user must logoff and logon again with the new password
- All users are required to lock workstations whenever they walk away from the computer. Procedure: while logged in as a user, press CTRL-ALT-DEL simultaneously and click the Lock Computer button in the Windows Security window
- Monday thru Thursday all computers should be locked upon conclusion of the workday. On Friday computers can be shut down

SECTION TWO: INTERNET ACCESS/ ELECTRONIC MAIL

Purpose

The need exists for a clear statement of policy for the use of the Internet and Electronic Mail

Background

The purpose of Internet access and electronic mail within the Luzerne Intermediate Unit is to complement more traditional methods of communications by supporting research and education and improving administrative efficiency in and among academic institutions in the United States.

Internet access and electronic mail can expose the Luzerne Intermediate Unit to unintended and unexpected liability, negative images and other business concerns. The Luzerne Intermediate Unit has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The Luzerne Intermediate Unit firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this educational agency. The user must be responsible for his/her actions.

Policy

The use of your account must be in support of education and research and consistent with the educational objectives of the Luzerne Intermediate Unit. Each user is personally responsible for this provision **at** all times when using the network.

It will be considered acceptable for employees to use LIU e-mail and Internet access for limited occasional, incidental, personal, non-business related purposes in accordance with this policy. Permitted personal use of official e-mail or Internet resources does not include uses requiring substantial expenditures of time, for personal gain, or that would otherwise violate the Luzerne Intermediate Unit policy with regard to employee time commitments or office equipment. Employees should send personal e-mail messages only if they are clearly identified as personal.

Acceptable use of e-mail and other computing and networking resources is generally based upon common sense, common decency and civility. Electronic mail should be used in the same way and with the same degree of professionalism, discretion, and standards used when composing a written memorandum. Users should not send messages via e-mail that, using good judgment, would not have been sent using any other form of communication, or that the sender would not want to have read by an unintended third party. Research and reflection should always be exercised before a message is sent.

Prohibitive actions include, but are not limited to:

- Use of official electronic mail or Internet access for:
 - personal gain
 - individual religious or personal causes
 - propagating computer “worms” or viruses
 - advocating a particular political position
 - fund-raising or charity related activity not sponsored by the LIU
 - infringing the copyright or other intellectual property rights of third parties
 - chain letters or spam electronic mail
 - distribution of defamatory, fraudulent, harassing, intimidating, abusive, threatening, or offensive messages
 - any personal use that is inconsistent with the LIU policy regarding availability of computer equipment
 - any other illegal or wrongful conduct

- Downloading, installing, or distributing software via the Internet. Examples of this can include, but are not limited to: WebShots, Weatherbug, instant messaging services
- Intentionally, unintentionally, or unknowingly spreading a virus. To prevent unintentionally spreading viruses, employees should exercise caution in opening attachments to incoming e-mail messages.
- The use of non LIU E-mail accounts for any work related functions

Neither electronic mail messages nor Internet derived files may contain offensive or disruptive content, nor may employees access or store such materials utilizing official Internet, e-mail or related equipment. Offensive content includes writings or images of a pornographic or sexual nature, racial, or ethnic slurs, and any comments that would offend someone on the basis of his or her gender, age, sexual orientation, religious or political beliefs, national origin or disability. Employees who transmit or store these or similar materials on official equipment or systems are subject to disciplinary action up to and including termination.

Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive another person's e-mail messages without proper authorization. Employees may not alter their e-mail addresses, or include information within an e-mail address or message with the intent to deceive the recipient as to the identification of the sender, or to misrepresent the identity or source of the E-mail.

E-mail should not be considered a secure means of communication. E-mail should not be used for the transmission of sensitive or confidential materials more appropriately communicated by written memorandum or personal conversation.

SECTION THREE: COMPUTERS AND PERIPHERALS

Purpose

The need exists for a clear statement of policy for the use of Luzerne Intermediate Unit computers and peripherals.

Background

The Luzerne Intermediate Unit provides employees with technology intended in aiding in the administration and educational resources. The growing number of employees and the constant expansion of technological needs create a need for clear and concise management of its resources. Duplicate resources increases business overhead, resulting in insufficient funds to provide adequate resources throughout organization. Efficient management of computer resources will assist the LIU in eliminating unnecessary expenses while allowing for better allocation which can be used to better benefit the children.

The technology department will house additional resources to supplement employee needs. These resources will be provided on an as needed basis. Employees are required to submit a request with ample notice. Resources will be distributed on a first come first serve basis.

Policy

Computer

- Employees shall be provided with EITHER a desktop or a laptop computer based upon his/her position requirements. NO EMPLOYEE will have both a desktop and a laptop without having first submitted a written request documenting a need AND executive approval.
- Laptops that will be used as an everyday office workstation will be given a docking station, and or a dock stand, and an additional A/C power adapter. The laptop will be setup to function as a “normal” workstation with a standard keyboard and mouse, network connection, speakers, and printer as outlined by the Acceptable Use Policy. This configuration allows for maximum portability and ease of use by allowing the user to “disconnect” the laptop for field work without having to disconnect any wires or connections.

Peripherals

- Each workstation will be given access to at least one network laser printer.
- Directors shall be supplied with an additional printer since the need exists for printing confidential information.
- Network printers will be strategically located throughout the building to achieve maximum utility.

READ CAREFULLY AND COMPLETE APPLICABLE AREAS

RETURN SIGNED SHEET TO:
Paul Shedlock, Technology Coordinator
Luzerne Intermediate Unit 18
368 Tioga Avenue
Kingston, PA 18704

USER

I understand and will abide by the above Terms and Conditions of this agreement. I further understand that any violation of the above regulations is unethical and prohibited, and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked and disciplinary action and/or other legal action may be taken.

User Name (please print) _____
User Signature _____ Date _____ / _____ /

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Terms and Conditions of this agreement. I understand that Internet access is designed for educational purposes and that the Luzerne Intermediate Unit has taken precautions to restrict controversial material. However, I also recognize it is impossible for the Luzerne Intermediate Unit to restrict access to all controversial materials and I therefore will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for the Luzerne Intermediate Unit to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (please print) _____
Parent or Guardian Signature _____ Date _____ / _____ /

SPONSORING TEACHER (Must be signed if the applicant is a student.) I have read the Terms and Conditions of this agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher, I do agree to instruct the student on the acceptable use of the network and proper network etiquette.

Teacher Name (please print) _____
Teacher Signature _____ Date _____ / _____ /