

Abbreviated Acceptable Use Policy as it Relates to Laptops and Computers



Software

Only licensed software may be installed onto District laptops & computers.

Software currently installed on the laptop computer includes the following:

- Microsoft Internet Explorer
- Microsoft Word
- Microsoft Power Point
- Microsoft Excel

Teachers are not authorised to install unlicensed software on computers. If a teacher requires special or non-standard software to be installed on laptops for District use, it must be cleared by District Technology administration. The teacher will be responsible for supplying licenses, media, and any documentation. Licence information is a requirement of the County Auditors.

Breach of these conditions may lead to disciplinary action.

1. For network connection of laptops, users are provided with a dedicated account. The user is to use no other account on the network. The user should at all times keep any passwords for this account secure and private. The user takes full responsibility for the use or misuse of this account.
2. This account allows the user certain privileges and rights on the network. The user should in no way attempt to gain other privileges or to attempt to access resources on the network to which no explicit rights have been granted.
3. The user shall not in any way, tamper or misuse District equipment, either software or hardware. No form of tampering is acceptable.
4. Laptops can have access to the Internet. Abuse of this access, in the form of access to pornographic sites is absolutely forbidden. Please note that access to certain pornographic sites may be in serious breach of the law (Child Trafficking and Pornography Act 1998). The District will fully co-operate with the relevant authorities in investigating and prosecuting any such illegal access.
5. E-mail and Internet chat rooms, where these relate to their Schoolwork or study, should be used in a courteous manner, respecting the etiquette of the network. Usage of any form of profanity in these communications is absolutely forbidden.
6. Users may not download copyrighted software, audio or video files, or any other copyrighted material from the Internet. Any such material found will be deleted without prior notification.
7. Software in use in the District is licensed in a correct and legal manner. However (except where explicitly stated), it is not available to users for home usage. Users should make no attempt to copy licensed or copyrighted material from the District network.
8. The facilities are for District related educational use only. The facilities are not available for use on external projects or for work activities not associated directly with courses or the District. Facilities may not be used for any form of personal financial gain.
9. The contents of all mailboxes, PCs, server shares and caches operated by the District, remain the property of the District. The status of these data stores is similar to that of letters posted to the District to a post holder (not marked as personal and private).
10. E-Mail should be considered as an insecure medium for the transmission of confidential information. Where confidential information is to be transferred, in particular externally, it should be done in an encrypted form.
11. Notwithstanding that every effort is made to ensure that home folders and e-mail are secure, the District does not in any way guarantee the security of this data.
12. Food and drinks should be kept well away from laptops. The user should also take care when shutting down and closing the lid of laptops to ensure that nothing is left lying on top of the laptop surface. This may result in damage not covered by warranties, in which case the user will be liable for repair costs.

Guidelines for User Responsibilities:

Use of Washington County School District Technology resources is granted based on acceptance of the following specific responsibilities:

- Use only those computing and information technology resources for which you have authorisation.
For example: it is a violation
 - to use resources you have not been specifically authorised to use
 - to use someone else's account and password or share your account and password with someone else
 - to access files, data or processes without authorisation
 - to purposely look for or exploit security flaws to gain system or data access
- Use computing and information technology resources only for their intended purpose.
For example: it is a violation
 - to send forged email
 - to misuse Internet Relay Chat (IRC) software to allow users to hide their identity, or to interfere with other systems or users
 - to use electronic resources for harassment or stalking other individuals
 - to send bomb threats or "hoax messages"
 - to send chain letters
 - to intercept or monitor any network communications not intended for you
 - to use computing or network resources for advertising or other commercial purposes
 - to attempt to circumvent security mechanisms
- Protect the access and integrity of computing and information technology resources.
For example: it is a violation
 - to release a virus or worm that damages or harms a system or network
 - to prevent others from accessing an authorised service
 - to send email bombs that may cause problems and disrupt service for other users
 - to attempt to deliberately degrade performance or deny service
 - to corrupt or misuse information
 - to alter or destroy information without authorisation
- Abide by applicable laws and university policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.
For example: it is a violation
 - to make more copies of licensed software than the license allows
 - to download, use or distribute pirated software
 - to operate or participate in pyramid schemes
 - to distribute pornography to minors
 - to upload, download, distribute or possess child pornography
- Respect the privacy and personal rights of others.
For example: it is a violation
 - to tap a phone line or run a network sniffer without authorisation
 - to access or attempt to access another individual's password or data without explicit authorisation
 - to access or copy another user's electronic mail, data, programs, or other files without permission

WCSD Laptop Use and Security Agreement

*As a Washington County School District employee, I understand that the Laptop assigned to me remains the property of the Washington County School District (WCSD). The **Laptop Use and Security Policy** outlined below will guide my use of this productivity tool.*



Article I: Security and Protection

- I agree to read and follow the District's Staff Acceptable Usage Policy (see attached document).
- I understand that my Laptop needs to be with me at work everyday and connected to the district network. The network connection allows for regular anti-virus and Windows updates.
- I understand that I am permitted to take my Laptop home at the end of the work day, or
- I will secure my Laptop in my classroom or office when not in use.
- I understand that leaving the Laptop in a car can promote theft and damage from temperature extremes, and that I will be responsible to pay for loss or damage as a result of leaving the laptop in a car.
- I understand that I am expected to protect my Laptop from damage and theft, and that I will be responsible for damage or theft that takes place off school district property.
- I agree to carry this laptop in a padded case or backpack, to minimise the chances that it will be damaged or destroyed.
- I understand that if my laptop is lost or stolen, I will immediately notify the District and file a report with the police.

Article II: Connectivity at Home

- I understand that this Laptop can be configured for use at home as well as at work. In order to configure at home connectivity,
- I understand that I must discuss my home ISP (Internet Service Provider) environment with authorized WCSD Information Technology (IT) personnel and provide specific information as needed.
- I understand that if I fail to provide information necessary for at-home connectivity, I will be unable to access my WCSD accounts from home.
- I understand that I am not to install ISP software on this computer. Installation of AOL is strictly prohibited.
- If I need ISP software installed, I will contact IT personnel for installation.

Article III: User Interface at Home or School

- I understand that I will need to attend an orientation session to learn how to use my Laptop.
- I understand that I will adhere to the WCSD Acceptable Use Policy.
- I understand that I may use my school discretionary funds, where available, to purchase any necessary WCSD approved add-ons and storage devices (e.g. additional battery pack, mouse, monitor, pen drive) and that such purchases then become the property of the Washington County School District.
- I understand that I will not install any programs or applications onto my Laptop and that all software installations will be handled by members of the WCSD IT team.
- I understand that specialized academic software required by me or my students must be cleared by authorized IT personnel prior to purchase and installation.
- I understand that I will not permit students to use my Laptop, with the exception of classroom instruction or demo.
- I understand that this laptop computer will be in my possession at all times, and I am not to lend my Laptop to anyone, including members of my family, for any reason.
- I understand that I am responsible for the appropriate use of my Laptop, including anything stored on the machine, by anyone, for any length of time.
- I understand that I must return my Laptop to the school office if I resign or if I am planning an absence of more than two weeks.
- I understand that all WCSD Network Use Policies govern the operation of my laptop on and off the WCSD network.
- I understand that any repair will be handled through the WCSD IT team.
- I understand that I will not be held responsible for computer problems resulting from regular school-related use, but may be held responsible for any problems caused by my negligence as deemed by the District's administration.

All use of laptops outside of school facilities is covered by the *Washington County School District Acceptable Use* policy and specifically also by the *Washington County School District Laptop Use and Security Agreement* which all users signed before being issued a laptop.

Printed Name

Signature

Date