

YUBA COUNTY OFFICE OF EDUCATION

Intranet/Internet Acceptable Use Agreement

Use of school and county office networks, Yuba County Office of Education Wide Area Network (WAN) and its connections internally shall be for the exchange of information in order to promote and support educational excellence within the schools systems.

The most important issue with the use of the County system is that the user take full responsibility for his or her own actions. The Yuba County Office of Education will not be liable for the actions of any user. All users shall assume full liability, legal, financial, or otherwise for their actions.

The primary purpose of the WAN is for the instructional and administrative support of county office programs. It is essential that everyone who uses the Intranet/Internet understand that purpose. Failure to abide by these regulations shall result in the possible suspension of privileges, pending administrative review.

The Yuba County Office of Education makes no guarantees, implied or otherwise, regarding the reliability of continuous data connectivity.

The Yuba County Office of Education reserves the right to examine all data stored on workstations, servers, and storage devices within the WAN, LAN, or school-wide networks to ensure that all users are in compliance with copyright, security and Yuba County Office of Education policies and procedures.

No user shall use the Intranet/Internet to perform any act that may be construed as illegal or unethical, including authorized and unauthorized access to other systems.

The Yuba County Office of Education prohibits the illegal distribution, duplication or use of copyrighted software.

All users should be mindful when using the Yuba County Office of Education Intranet/Internet, that any actions taken by them will reflect upon the school system as a whole. All users should act in an ethical and legal manner.

All terms and conditions as stated in this document are applicable to the Yuba County Office of Education System Intranet/Internet systems.

Terms and Responsibilities

County Office Responsibilities

- Provide Internet access (where possible) to schools and offices via the WAN as outlined in the Information Technology Plan.
- Provide and update as necessary, the appropriate rules for Intranet/Internet use.
- Train users in the use of the Internet and provide resources to help staff member train users for appropriate use.
- The Yuba County Office of Education reserves the right to monitor all activity on the WAN.

School Responsibilities

- Ensure that all users, staff and students are aware of the rights and responsibilities of Internet use.
- Ensure that network security is a high priority. Security violations must be reported to a network systems administrator. Ensure that any attempt to harm, modify, destroy data, equipment, or software may result in administrative action.
- Deal with abuse of Internet privileges in a manner consistent with the Yuba County Office of Education.

User Responsibilities

- Users will observe the standard of courtesy and behavior consistent with the practices and policies of the Yuba County Office of Education when sending or publishing messages or transmitting data or other information on the Intranet/Internet.
- Users will not use the system for any purpose if in violation of the law.
- Users will use the system for instructional or administrative purposes only as it applies to their job responsibilities during the course of a normal work day.
- Users will not send or receive offensive messages or pictures from any source. For example, users will not post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material.
- Users will not transmit or download information or software in violation of copyright laws.

Software Copyright Policy

It is the intent of Yuba County Office of Education to adhere to the provisions and copyright laws set forth in the United States Copyright Act. It is also the intent of the County Office to comply with the license agreements and/or policy statements contained in the software packages used throughout the system. In circumstances where the interpretation of the copyright law is ambiguous, the county office shall look to the applicable license agreement to determine appropriate use of the software.

The Yuba County Office of Education will not be liable for any user conducting copyright infringement. All users shall assume full liability, legal, financial, or otherwise for their actions. Liability is extended regardless of knowledge of infringement.

Copyright infringement can include penalties and damages both civil and criminal, depending on the work infringed.

It is the intent of the Yuba County Office of Education to educate all users on a consistent basis as to the current status of software and its parameters in regards to copyright and license.

USER

I have read the terms and conditions of the Yuba County Office of Education Intranet/Internet Acceptable Use Agreement. I understand and will abide by the stated terms and conditions. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and system disciplinary action may be taken, and/or appropriate legal action may be pursued.

User Name: _____
(Last) (First) (MI)

School/Department Site: _____

User Signature: _____ **Date:** _____