

**Employee Network User Code of Conduct**

Communications over the Internet are often public in nature, therefore general rules and standards for professional behavior and communications will apply.

Electronic mail is not to be utilized by employees to share confidential information about students or other employees. Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. E-mail and Internet use will be monitored and periodically reviewed.

The following behaviors are not permitted on district networks:

1. Sharing confidential information on students or employees;
2. Sending or displaying offensive messages or pictures;
3. Assisting a campaign for election of any person to any office, or for the promotion of or opposition to any ballot proposition;
4. Using obscene language, harassing, insulting or attacking others;
5. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus);
6. Violating copyright laws;
7. Using others' passwords;
8. Trespassing in others' folders, documents or files;
9. Intentionally wasting limited resources (i.e., broadcast or "spam" mail);
10. Employing the network for commercial purposes;
11. Violating regulations prescribed by the network provider;
12. Personal use, including union activities, will not interfere with or impair the ability of the employee to perform his/her school district duties;
13. Promoting, supporting or celebrating religion or religious institutions.

Reports of inappropriate behaviors, violations or complaints will be reported to the employee's supervisor, who will take appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Each employee will be given copies of this policy and procedure, and will sign an acceptable use agreement before being allowed access to the district's network.

-----  
I hereby certify that I will abide by the conditions set forth in the Hermiston School District Network User's Code of Conduct.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Hermiston School District  
Nondistrict Technology Equipment Use**

Staff, students and guests who bring personal computing equipment or wish to connect any hardware (e.g., your own laptop, personal computer, camera, external drive such as CD-RW, DVD-RW, memory storage device or network equipment - such as a wireless router, or hub) to any computer or to Hermiston School District's network **must obtain specific permission prior to use on district property.**

If approved by the Hermiston School District, the following conditions apply:

1. The district's IT department will be consulted to determine the network resources requested and the suitability of the equipment. The computer hardware and software must meet minimum standards.
2. The district assumes no obligation for the support of the personal equipment neither will it accept any liability for modifications made to the equipment as a result of establishing a connection. The network continues to be configured in the best interests of the district-owned machines that are using it.
3. Up-to-date, network approved, virus protection software must be licensed, with installation and functionality verified.
4. Guest users must abide by the User Code of Conduct and Electronic Communications System usage information.

**This form must be signed by the district user and authorized district representatives and a copy filed at the district office. Nondistrict users must sign both sides.**

I have read and accept the Hermiston School District policies and procedures regarding nondistrict hardware and/or connectivity to the district network and I agree to abide by them. I understand that should I commit any violation to the Acceptable Use Policy, my access privileges may be revoked and/or appropriate legal action may be taken.

Name of user: \_\_\_\_\_ Contact phone: \_\_\_\_\_  
Purpose of use: \_\_\_\_\_  
Description of item: \_\_\_\_\_ Serial Number: \_\_\_\_\_  
Anticipated site for use: \_\_\_\_\_

**By signing this form I acknowledge that I have read and signed the Hermiston School District Acceptable Use Policy.**

District Approval  Granted  Denied      Permission valid through: \_\_\_\_\_

Site Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

IT Department sign-off \_\_\_\_\_ Date: \_\_\_\_\_

Signature of user \_\_\_\_\_ Date: \_\_\_\_\_

Reverse: **Network User Code of Conduct** signed by user, if not a district staff member or student

## **Hermiston School District 8R Nondistrict Network User Code of Conduct**

Internet use will be monitored and periodically reviewed. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Hermiston School District.

The following behaviors are not permitted on the district network:

1. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
2. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
3. The Hermiston School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Hermiston School District for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Hermiston School District.
4. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, U.S.C.).
5. Use of the network for any unlawful purpose is prohibited.
6. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
7. Employing the network for commercial or for-profit purposes, unsolicited product advertisement and political lobbying is prohibited.

Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.

Violation of law may be reported to law enforcement officials.

---

I hereby certify that I will abide by the condition set forth in the Hermiston School District Network Use's Code of Conduct

---

Signature

---

Date