East Cleveland City School District

Computer Usage Policy and Technical Support Standards

2008-2009
SYSTEM & NETWORK RULES AND GUIDELINES

This document describes what is expected of you as a user of the computing equipment and local area network in The East Cleveland City School District (ECCSD). It is not intended to be a complete list of allowed and forbidden activities, but rather a guideline for the ethical use of our hardware, networks, and software.

As a user of these facilities, you should do your share to keep them as a good place to work. Any activity that would diminish their usefulness has no place. Some specifics are spelled out below. Violations of these principles and guidelines may result in the loss of login privileges and other disciplinary actions.

Examples of inappropriate use: Using machines for playing games on the job is against district policy. Sending inappropriate e-mail to users inside or outside ECCSD is unacceptable. Using the computer and other associated devices for outside business or personal use is prohibited.

1. Logins: Your login is for your personal use and no one else's. Do not give your password to anyone. Including students, your spouse, or any other associates. You are required to notify the Technology Services Department if you believe that system security has been compromised. You should log off when you leave the system other than momentarily. You should not use another person's active login for any purpose, but rather log off that person before using the system yourself if it is left in a logged in state.

2. Unauthorized Use: Unauthorized use ECCSD computers and the ECCSD network may involve not only a transgression of District policy – subjecting you or others to disciplinary action – but may also be a violation of state and federal laws and have criminal and civil penalties.

3. Privacy & Confidentiality: As a user you must respect the privacy of others. Examples of privacy invasion include reading other people's mail, sending anonymous mail, using accounts other than your own, reading or deleting unprotected files, etc. We consider data on the disk as real property. As such, finding a file in another user's directory that is readable to the world is like finding a house with the front door unlocked. It is wrong to read that file without invitation from the owner, just as it is wrong to go into a house with an unlocked door and watch TV. ECCSD will respect your privacy, but reserves the right to inspect electronic mail or other files if need arises. We do not expect to normally need to do so unless there are technical problems that

helpdesk@east-cleveland.k12.oh.us  216-268-6485 or Tollfree 877 774-4736
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we need to fix. In addition, your keyboard input may be monitored in the event of a perceived security incident. You must also respect the privacy of printed output as well as on-system files belonging to an individual user. If you are working for ESSCD or use an ECCSD system, whether paid or not, any District information should be held in strict confidence. This is the normal business practice in the outside world and it applies here too.

4. Licenses: All of our software is covered by license agreements between the ECCSD and other companies and organizations. You do not have the right to copy programs from the systems for your own or other use elsewhere - this is both a violation of copyright and of simple ethics. You must not install any programs on any ECCSD computer system, including laptop computers; there are severe penalties under law. The ECCSD stated policy is that illegal copying is both immoral and criminal. Where programs have been developed specifically for the ECCSD, or data gathered into databases of the ECCSD, you have no rights to determine how these programs function or to browse the databases. Writing of programs to access ECCSD data — or altering existing programs — is not permitted under any circumstances.

5. Electronic Mail: You should treat the use of electronic mail as you would any correspondence. Be careful that others beyond your intended recipient may read what you write eventually — even without your permission.

6. Internet: You need to be aware that excessive time spent browsing the Internet, and some Internet content, may be dangerous to your well being. Use the Internet wisely. Be circumspect in your use of news groups and list serves. Do not download programs onto the ECCSD computers from the Internet (you may, however, suggest which programs we should consider installing for your use).

7. Resource Utilization: While the ECCSD will not be charging you for paper or toner for printer utilization, these are real costs to the ECCSD. You should not waste them. You should not waste local or network disk space, or retain excessive email.

8. System Maintenance: You should not alter the configuration parameters of programs, change network hardware or plug in unauthorized devices, etc. All such activities are reserved to Network Systems Administration. Suggestions may be sent to helpdesk@east-cleveland.k12.oh.us. You should take care not to alter or damage network interface devices such as hubs and switches, alter or change cabling and connectors. Important: Do not allow cables to be damaged by stepping on them, rolling chair wheels over them or allowing them to be constricted behind desks or furniture.

9. Reporting Trouble: Problems with equipment and with computer programs should be reported to the Technology Services Department via e-mail helpdesk@east-cleveland.k12.oh.us, web access www.east-cleveland.k12.oh.us or phone call at ext.268-6485 for resolution. You should not attempt to fix these problems yourself.

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THESE RULES & GUIDELINES are not meant to be complete, but are indicative of the standard of conduct that should be maintained by all users of the ECCSD systems and networks -- regardless of whether the user is a student, a member of the staff, a faculty member, or a guest. YOUR ACCEPTANCE of these rules and guidelines is a condition for use of the ECCSD systems and networks. Violation of the rules and guidelines may subject to disciplinary action -- and/or civil and criminal penalties when appropriate.

I understand and accept these rules and guidelines.

__________________________
Printed Name:

__________________________
Signature:

__________________________
Date: