Revised 2-19-15

Employee Acceptable Use Agreement

Overview

The Jefferson County Board of Education supports reasonable access to various electronic information, computer devices and networks for employees to meet District goals and initiatives. It is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by Board Policies 08.2323, 03.1321, 03.2321 and related procedures.

Purpose

The purpose of this agreement is to establish acceptable and unacceptable use of electronic devices and network resources at JCPS. The JCPS Networks are provided to assist employees in carrying out the educational business of the District. Along with this access comes the availability of materials that may not be considered appropriate for use in the workplace. Because it is impossible to control all materials available through the internet, each employee is responsible for complying with all Board policies and the JCPS standards outlined below, as well as other applicable school and District rules for behavior and communications.

Access is a privilege, not a right.

Access to this shared resource is given to employees who agree to utilize the JCPS Networks to support the educational business of JCPS and to act in a considerate and responsible manner.

Employees will:

- Use the JCPS Networks for the educational business of JCPS such as conducting research and communicating with others in regard to school business; and
- Use appropriate language, avoiding swearing, vulgarities, or abusive language.

Employees will NOT:

- Transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted or threatening materials; or transmit or receive obscene or sexually explicit materials;
- Use the JCPS Networks for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- Break into/attempt to break into another computer network;
- Damage/attempt to damage, move, or remove software, hardware or files;
- Use unauthorized multi-user games;
- Send or forward chain letters;

- Download or use unauthorized software products;
- Create or share computer viruses;
- Share access to their JCPS Network account, fail to reasonably protect their JCPS Network account, share passwords provided to access District information, or use another person's account; or,
- Use the JCPS Networks to disrupt the efficient operation and/or educational programs of the District.

Network Use:

You are responsible for the security and appropriate use of JCPS network resources under your control. Using JCPS resources for the following is strictly prohibited:

- Causing a security breach to either JCPS or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; and circumventing user authentication on any device;.
- Causing a disruption of service to either JCPS or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.
- Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.
- Using the Internet or JCPS network in a manner that conflicts with the provisions or intent of 701 KAR 5:120 (http://www.lrc.ky.gov/kar/701/005/120.htm) to prevent sexually explicit materials from being transmitted to schools via computer.
- Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and key loggers.
- Port scanning, security scanning or sniffing network traffic on a production network unless written and approved authorization by IT staff.
- Interfering with JCPS device management or security system software, hardware and network, including, but not limited to, antivirus, security updates and software distributions such us Windows Update and SCCM (Microsoft's System Center Configuration Manager).
- Attaching unauthorized network devices to JCPS equipment, including but not limited to routers, switches, servers and wireless devices.

Enforcement

Activities on the JCPS Networks are not private and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed.

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Employees shall be subject to disciplinary action, up to and including termination for violating this agreement and acceptable use rules and regulations established by the school District.

JCPS Acceptable Use Agreement Form

Please complete this section to indicate that you agree with the terms and conditions outlined in this agreement. Return this portion to your supervisor, who is required to maintain a copy on file. Your signature is required before access to JCPS network services is granted.

As an employee of the Jefferson County Public Schools and as a user of the District computer network, I have read and hereby agree to comply with all JCPS employee acceptable technology use policies, including those summarized in this Employee Acceptable Use Agreement, and Board policies 08.2323, 03.1321 and 03.2321, as applicable. I understand that if I violate any of those policies, I may lose access to JCPS technology resources and I may be subject to discipline, up to and including termination of employment.

I agree that I will use the JCPS Network only for the educational business of JCPS and I understand that personal use of the JCPS Network is strictly prohibited.

I understand that my use of the JCPS Network is not private and JCPS designees may monitor my activities on the Network.

In consideration of the privilege of using the District's technology resources, I hereby release the District from any and all claims and damages of any nature arising from my use of, or inability to use, these resources.

Signature: _____ Date: _____

Full Name (please print):_____ Work Location: _____