



Cave Creek Unified School District

Network Use Authorization Form

Instructions

- ❓ Read this Agreement carefully before signing.
- ❓ Sign and date where indicated.
- ❓ **Download this page only and return to your site office**
- ❓ Keep the Agreement for reference.

Name: _____
(Please print)

Position: _____ Location: _____

Please read this document carefully. When signed, it becomes an agreement between you and the District. Your signature indicates that you fully understand and agree to abide by the conditions and behavioral expectations established herein. If you have any questions, refer to the ***CCUSD Staff Use of Digital Communications and Electronic Devices Policy GBEF©, GBEF-EA, and GBEF-R, attached to agreement packet.***

User Declaration and Signature

I understand, know and will abide by the provisions and conditions of this contract and the behavioral expectations expressed in the Acceptable Use provisions and incorporated herein by this reference. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action.

I also agree to report any misuse of the information system to the appropriate authorities of the Cave Creek Unified School District. Misuse can come in many forms, but can be construed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and any of the other issues described above. I understand that I have no expectation of privacy in my files and communications.

I will strive to act in all situations with honesty, integrity, and respect for the rights of others. I agree to follow three basic rules: no derogatory statements, no damage to property, and no interference with the work of others. I will make a conscious effort to be of service to others and to the community.

I understand that I am making an affirmative representation that I will comply with the policies, rules, regulations, and behavioral expectations governing the use of the Network and that the District has relied upon this representation in allowing me access to and use of the Network.

Signature: _____

Date: _____



Cave Creek Unified School District Intranet and World Wide Web/Internet Acceptable Use Agreement

The contents of this form represent a synopsis of the *CCUSD Staff Use of Digital Communications and Electronic Devices Policy GBEF© and GBEF-R, attached to this packet.*

The Cave Creek Unified School District Intranet and the District Web Site exist to support the mission and goals of the District and the campus community. The CCUSDNet, which includes Internet access, and the Web Site, aid in the professional education of its students, the continuing academic excellence of its faculty, the mission of the District, and serves as a worldwide exchange of information.

General Information

The Cave Creek Unified School District Network (CCUSDNet) and computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under State and Federal Laws. Access to CCUSDNet and the gateway to the World Wide Internet hereafter referred to as CCUSDNet, is provide for educational purposes only and is to be used only for activities that support the curriculum, the professional role of staff, and approved school activities.

While on campus, faculty, staff, and other authorized individuals will have cost-free access to the Internet via the CCUSDNet dedicated Internet server. They will also have access to the CCUSDNet (Intranet) via the Internet and the CCUSD Web Site when off-campus. Network access is regulated by the use of personal IDs and passwords. The aforesaid access does not include, nor will the District pay for, certain fee-based on or off-campus services or off-campus connection to the Internet. Private arrangements must be made with Internet Service Providers to obtain Internet connections.

Reasonable steps will be taken to ensure that CCUSDNet and Internet access are used for intended purposes, and users may be monitored at any time. Anyone using the school's Network expressly consents to monitoring and adherence to school rules and/or codes of conduct. Even one incident of unacceptable conduct can result in revocation of privileges for a time period to be determined by the nature of the misconduct and subject the user to other disciplinary and legal consequences.

Total security on such a far-reaching system is imperfect and impossible to achieve. Malicious users can make use of school computers for inappropriate reasons. This agreement seeks to protect the District and all users of the CCUSDNet from intentional and unintentional damage. The District reserves the right, from time to time, to establish such rules and regulations as may be necessary for the efficient operation of the system.

1. Acceptable Use

The network is provided for faculty, staff and other authorized individuals to conduct research and communicate with others. Independent access to network services is provided only to those who agree to act in a considerate and responsible manner.

Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is a condition of use that users will comply with District policies and behavioral standards and will honor the agreements they have signed. By signing the Agreement, the user makes an affirmative representation that he/she understands and will comply with the procedural and behavioral expectations expressed in this document and any others incorporated by reference.

The use of each faculty, staff, or other authorized individual account must be in support of and consistent with the educational objectives of the District. All users of the Internet must comply with existing rules (available from the District) and the Acceptable Use Policy incorporated into this document.

The CCUSDNet and all of its components, both hardware and software, are the sole property of the District and any misuse, vandalism, or theft shall be grounds for disciplinary action, loss of log-on privileges, and may be grounds for prosecution for violation of State and Federal Laws.

Use of the CCUSDNet for the transmission or reception of any material in violation of any United States or State statute or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. Privilege

The use of CCUSDNet is a privilege, not a right. Access entails responsibility. Under this agreement, inappropriate use, including any violation of these conditions and rules may result in cancellation of the privilege and subject the violator to other disciplinary and legal consequences. The District has the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time, based upon a determination of inappropriate use by an account holder or user.

3. Monitoring

The District reserves the right to review any material on user accounts and to monitor file server space in order for Network Administration staff to determine whether specific uses of the network are inappropriate.

Network files may be accessed by authorized District staff in the same manner as is the case with student lockers. Network administrators may review files and communications to maintain system integrity and ensure that everyone is using the system responsibly. Users should not expect that files stored on District servers will be private.

4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- (a) Be polite. Do not be abusive in your messages to others.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language or depictions. Do not engage in activities that are prohibited under District Policies and State or Federal Law.
- (c) Do not reveal your personal address or phone numbers, or those of students, faculty members, staff, or other authorized individuals.
- (d) Remember that electronic mail (e-mail) is not private! People who operate the system have access to all mail. Messages relating to or supporting illegal activities will be reported to the authorities and will result in loss of user privileges, as well as subject the violator to other disciplinary and legal consequences.
- (e) Do not use the CCUSDNet in such a way that you would disrupt the use of the network by other users.
- (f) All communications and information accessible via the CCUSDNet should be assumed to be copyrighted and/or the private property of those who put it on the network.

5. No Warranties

The District makes no warranties of any kind, whether express or implied, for the services it is providing. The District will not be responsible for any damages a user suffers.

This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the CCUSDNet or the District's negligence or by the user's errors or omissions. Use of any information obtained via the Intra or the Internet is at the user's own risk. All users need to consider the source of any information they obtain in evaluating the validity of that information or whether the content is of an undesirable nature.

6. Security

Security is important. For the protection of the District, faculty, staff, students, and CCUSDNet, all users are expected to abide by the specific and commonsense rules of security. These include, but are not limited to, the following:

- (a) A user must never allow others to use his/her ID and/or password. Users should not reveal their passwords to ensure system security, as well as their own privileges and ability to use the system.
- (b) If you feel you have identified a security problem on the CCUSDNet, you must notify a Network Administrator. Do not demonstrate the problem to others.
- (c) Attempts to log on to the CCUSDNet, as a system administrator will result in cancellation of user privileges and severe disciplinary action.

The Cave Creek Unified School District may, for cause, deny specific user accounts.

7. Vandalism and Harassment

- (a) Vandalism or harassment will result in cancellation of user privileges.
- (b) Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, CCUSDNet, or other networks that are connected to the CCUSDNet backbone. This includes, but is not limited to, uploading or creating computer viruses, or any actions that could corrupt the CCUSDNet.
- (c) Harassment is defined as a threat – implied or direct – and/or the persistent annoyance of another user, or interfering with another user's work. Harassment includes, but is not limited to, sending unwanted e-mail.

8. Violations

Faculty, staff and other authorized individuals will be considered in violation of the approved code of conduct if they are involved in:

- (a) Unauthorized entry into the school network from a remote location.
- (b) Unauthorized use, destruction, or tampering with another individual's, company's, or school's computer account or work.
- (c) Nondisclosure of improper events, such as accidentally viewing passwords and not reporting it to the appropriate authority.
- (d) Use of computers or computer facilities to send, receive, or create obscene, abusive, or threatening messages.
- (e) Attempting to break into a system, discover a security code, number, or password, or circumventing a security or copyright scheme.
- (f) Malicious or irresponsible use, willful destruction, negligent action, or disabling any computer facilities, equipment, or software.
- (g) Theft of equipment, time, services, copyrighted material or software belonging to the school, facility, student, community, a business or corporation, or any other user.
- (h) Passing security information on to another.
- (i) Attempting to undermine or thwart any computer-related rules, procedure, security measure, or commonsense courtesy.
- (j) Improper authorization to use a computer workstation.
- (k) Unauthorized use of school equipment or software for private, financial, or political gain.

9. Procedures for Use

During school, faculty, staff, and other authorized individuals will guide students in accessing appropriate materials. (Outside of school, families must bear responsibility for such guidance – as they also must with information sources such a television, telephones, movies, radio, and other potentially offensive media.)

- (a) It is the responsibility of the faculty, staff, or other authorized individual to grant permission to students to use the Internet or access any specific file or application. These instructions may be written or oral.
- (b) Only faculty, staff, or other authorized individuals can permit students to play games or use the computer resources for other non-academic activities.

10. Encounter with Controversial Material

Users may encounter material that is controversial because it is impossible to control the content of data on either the Intranet (CCUSDNet) or the Internet. Users, parents, teachers or administrators may consider such material inappropriate or offensive. It is every user's personal responsibility not to initiate access to such inappropriate material and to use his/her best effort to preclude access to these materials by colleagues or students.

PENALTIES FOR IMPROPER USE

Any user violating these rules, applicable State and Federal laws, District Policies, or posted classroom rules is subject to loss of CCUSDNet privileges and other District disciplinary options.

- (a) Violations may result in a loss of access.
- (b) Violators may be subject to disciplinary action.
- (c) When applicable, law enforcement agencies may be involved.

A REMINDER OF MY AGREEMENT

I understand, know, and will abide by the provisions and conditions of this contract and the behavioral expectations expressed in the Acceptable Use provisions and incorporated herein by this reference. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action.

I also agree to report any misuse of the Information Technology system to the appropriate authorities of the Cave Creek Unified School District. Misuse can come in many forms, but can be construed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, and any of the other issues described above.

I understand I have no expectation of privacy in my files and communications.

I will strive to act in all situations with honesty, integrity, and respect for the rights of others. I agree to follow three basic rules: no derogatory statements, no damage to property, and no interference with the work of others. I will make a conscious effort to be of service to others and to the community.

I understand that I am making an affirmative representation that I will comply with the policies, rules, regulations, and behavioral expectations governing the use of the Network, and that the District has relied upon this representation in allowing me access to and use of the Network.

GBEF-EA

EXHIBIT

STAFF USE OF DIGITAL COMMUNICATIONS
AND ELECTRONIC DEVICES

SOCIAL MEDIA ACCOUNT APPLICATION

Any **Cave Creek Unified** staff member wishing to start and maintain an official social media site, must first obtain approval using this form, per **GBEF-R**. If the account is approved, it will be officially recognized. **Prior approval is required for all social media sites.**

Read the Social Media Guidelines, incorporated herein, prior to completing the application.

Applicant Information

Name:

_____ Title: _____

School/Site: _____ Phone No.: _____

E-mail

Address: _____

Name of school department/group/program/etc., for which the social media account will be created:

Social Media Platform (List only one [1] per application. e.g. Facebook, Twitter, blog _____)

Site Title (How it is listed to the public. Refer to Guideline No. 4.): _____

Purpose/Goals of Site (What do you hope to achieve using this platform of social media?): _____

Who is the primary audience for this site?

Students Parents Community Staff Other _____

Give some examples of content you plan to share: _____

How often will posts be done? _____

Contact information to be listed for site (e-mail, phone number)

Does this department/group/program/etc. have an updated page/section on the District website? (Refer to Guideline No. 2). *(If no, we encourage you to set up a website prior to requesting Social Media Account approval. Contact your school website manager or administration for assistance.)*

Yes No

District Website URL: _____

List social media account administrators/managers, in order of primary, secondary, etc.: (There should be at least two (2) in most cases to ensure longevity of the account. Refer to Guideline No. 6.)

1. Name: _____ Title: _____ School/Site: _____

2. Name: _____ Title: _____ School/Site: _____

3. Name: _____ Title: _____ School/Site: _____

4. Name: _____ Title: _____ School/Site: _____

I have read the guidelines listed and agree to follow them. I will notify the school administration if the goals, scope, name or social media account administrators of this site change, or if the account is deleted.

Signature: _____ Date: _____

Complete and return this form to the Principal of your School. You will be notified if your application is approved.

For Official Use Only: Date Received: _____

Approved? Yes No

School/Site _____ Administrator
Signature: _____

Date: _____

Upon receipt, the Principal will review the request and approve or deny Facebook sites will be created by the District office. A copy of the form will be filed at the school level.

The applicant agrees to abide by the following guidelines in the proper setup and use of the social media account.

Social Media Guidelines:

1. *Never share your password with anyone that is not a site administrator, or do anything to jeopardize security of the site.*
2. Social media presence is secondary to a website presence on the official District website. *Website updates must be done regularly* in addition to the social media presence, as the District cannot require students to access social media sites for information.
3. A social media presence should have a specific purpose and all content should be relevant to the Districts mission.
4. Social media is designed for regular interaction. Social media site administrators must be prepared to designate time regularly to maintaining the site. If a site administrator leaves the District, it is their responsibility to transfer administrative rights to another staff member prior to leaving.
5. Your site title should include the full name of the school when technically possible. If the platform has title character limits, you should use the shortened name of the school (i.e., STMS, CSHS, etc.) or initials. This will make it easier for followers to find the page. *See Guidelines No. 10 and 11 for specifics on Facebook and Twitter accounts.*
6. An official @ccusd93.org District e-mail account must be listed in association with an official social media site. Personal e-mail accounts are not permitted for use with an official social media site.
7. For platforms that allow multiple administrators/managers (i.e., Facebook), there should be at least two (2) administrators assigned editing privileges. A student may be one of the administrators of a site (with parental permission per GBEF-EB), however, a staff member is expected to more closely oversee activity in this instance.
8. The presence must be clearly identified as "official" and include a link to the official District website and school website using the following statement: "This is the official site of _____. For more information about Cave Creek Unified School District or _____ School, visit www.ccusd93.org ." The word "official" does not need to appear in the site name.
9. All accounts, when possible, should follow, or "like" the District and applicable main school pages on the same platform.
10. Facebook specifics:
 - *Pages must be categorized as a Fan Page (business page), not a Personal Page or Group.*
 - Basic information must mention both the District and the school the site is associated with.
 - A means of contact outside of Facebook such as a phone number or e-mail address as well as a listing to an official page on the www.ccusd93.org. website must be included.

- *One (1) mandatory administrator that must be assigned is your direct supervisor. This account can be included in your count of administrators. This administrator will not participate in day-to-day account activity, and is only there for emergency access should an incident occur that requires immediate attention.*

- Your account should "like" the District (www.facebook.com/ccusd93.org) and school's (if applicable) main account and should also feature it/them as a "featured like."

11. Twitter specifics:

- The "username" and "name" are two (2) separate items and are both character-limited. For example, "CCUSD" is the "name" and "CCUSD" is the "username." When selecting a "username," include either the shortened school name or initials and a descriptor (e.g., CSHStugo). When selecting a "name," the full or shortened name of the school should be included.

- Bio must mention both the District and the school the site is associated with.

- Website listed in your profile must be an official page on the www.ccusd93.org website.

- Your account should "follow" the District (www.twitter.com/ccusd93.org) and school's (if applicable) main account.

12. *All postings must be accurate, respectful and transparent, and contain correct grammar and a professional voice. Remember that anything posted on the Internet lives virtually forever.*

13. It is the responsibility of the site administrator to regularly monitor site activity and comments and to remove, report or ban users when necessary. Comments that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other person or entity are not approved.

14. When possible, the posting guidelines below should be included in the account information (i.e., "About" section on Facebook). This defines the rules for people interacting on the site.

- *While this is an open forum, it's also a family friendly one, so please keep your comments and posts appropriate.*

- *You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.*

- *Posts will be removed and users may be banned permanently if they violate any of the guidelines listed below.*

- *Do not post graphic, obscene, explicit or racial comments. We also do not allow comments that are abusive, hateful, vindictive or intended to defame anyone or any organization.*

- *Do not post any solicitations (ex: asking users to "like" your Facebook page, visit your website, sign a petition).*

- *Do not post advertisements, prize contests or giveaways. This includes promotion or endorsement of any financial, commercial or non-governmental agency. Similarly, we do not allow attempts to defame or defraud any financial, commercial or non-governmental agency.*
- *Apparent "spamming" or "trolling" will be removed and may cause the author(s) to be blocked from the page without notice.*
- *Do not post copyrighted or trademarked images or graphics. Imagery posted on the Facebook wall should be owned by the user.*
- *Do not post comments, photos or videos that suggest or encourage illegal activity.*
- *Do not post political propaganda.*

15. Only official school or District logos/mascots (www.ccusd93.org.org/logos) are authorized for use on the site.

16. All postings must adhere to Policy GBEF. This includes the prohibition of political statements on any official social media site.

17. All sites and postings must adhere to the Family Educational Rights and Privacy Act (FERPA) guidelines.

18. If an account is geared to communicating with students, a written notice must be provided to parents of students that are in that specific club/group/etc., per **GBEF-R**. This is done using the official District form titled Digital Communication Informed Consent and Release for approval of the students to participate in a social media forum (GBEF-EB).

19. If a communication issue arises that you are unsure of how to handle, you think the subject may be controversial, or you observe ongoing communication that is harmful to the District and may require notifying others, contact your immediate supervisor for direction.