



AVON PUBLIC SCHOOLS (APS) RESPONSIBLE COMPUTER, NETWORK and INTERNET USE FORM

General Security

- All technology resources (e.g., computers, networks, peripherals, and related software) that are the property of APS or utilize APS networks must be used in compliance with APS policy.
- Users have no expectation of privacy. This means your email, data, web site browsing and IP address will be recorded and may be subsequently reviewed.
- Use of APS technology resources, including the Public Wireless Network, constitutes acceptance of APS policy.
- Any attempt to circumvent APS policy is strictly prohibited.
- Unauthorized use, destruction, modification, and/or distribution of APS technology resources is prohibited.
- These policies can be changed at any time without advance notice.

Network Restrictions

- Access may be restricted.
- Users must regularly review and delete unnecessary files. Disk quotas will be in effect for users. Exceeding your quota will result in files being deleted without notice.
- Users may NOT download or store any program files, utilities files, batch files, or executable files. Technology resources will be monitored to ensure compliance.
- Prior to using APS technology resources, all users must acknowledge their obligations under this policy. Any user violating these policies may be disciplined. Their use may be restricted or prohibited and offending files will be deleted.
- Requests for adding or modifying user accounts must be submitted to the Office of Technology.

Password Security

- All user accounts must be configured with a password:
- Sharing or using another person's password to gain access to technology resources is prohibited.
- Users may be required to change passwords periodically.

Device Utilization and Security

- The Office of Technology has the responsibility to install all approved software, hardware and peripherals onto any APS technology resource.
- Network access using any non-APS device (e.g., user's personal laptop, phone, tablet) will be limited to the Public Wireless Network.
- Disabling, modifying, or interfering with virus protection or device settings is prohibited.
- Disabling, modifying or interfering with logging, auditing, or monitoring software is prohibited.
- Security irregularities, incidents, emergencies, and disasters must be reported to the Office of Technology
- Possession, storage, development, or the use of tools that compromise or otherwise circumvent security (e.g., password crackers and network sniffers) is prohibited.
- Unauthorized copying or distributing of copyrighted software is prohibited.

Network and Internet Acceptable Use

- All internet access will be filtered.
- All requests to modify filter settings must be submitted to the Office of Technology.
- Users will not circumvent or attempt to circumvent filtering.
- Actions having a negative effect on APS technology resources (e.g., playing online games, listening to online broadcasts, stock tickers, weather "bugs", etc.) are prohibited unless approved and installed by the Office of Technology. Access may be restricted or prohibited until the problem is corrected.



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- APS technology resources may only be used to further the educational mission of APS.
- Users may not use technology resources to plagiarize.
- APS is not responsible for the workability or serviceability of technology resources.

Other – Staff Only

- Account rights/privileges and access to various technology resources will be limited to what is necessary for each user to perform his or her job functions. Only members of the Office of Technology will have administrative logins.
- Terminated personnel will not be provided access to any APS technology resource after termination, including email access and forwarding.
- Requests for adding, modifying, or moving computer equipment must be submitted via the online work-order system.
- Users may not store APS files on a third party system without the prior approval of the Office of Technology.

Email – Staff and Students Grade 4-12

- Access to email will be password protected and the APS Password Policy applies.
- Only students in grades four through twelve may be provided with an email account. Students through grade three will have an account that is limited to logging into the service and cannot receive email.
- Email deleted by the user is still archived for a period determined by law.
- Email may not exceed the user's quota.
- Language in email must comply with APS policy. This means profanity, inappropriate language, pornography, or libelous and misleading content is prohibited (*inter alia*).
- Spam is prohibited. This includes the forwarding of chain letters.
- Forging of emails (e.g., identification, address, headers, etc.) is prohibited.
- Any email activity which violates APS policy should be reported to the Office of Technology.

The Avon Public School System makes no guarantee that the functions and/or services will be error-free or without defects. The district is not responsible for any damage users may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through these technology resources.

I have read and understand the security policies which apply to my use of technology resources.

Staff/Student Name: _____ Signature: _____

Parent/Guardian Signature (for students): _____ Student Grade: _____

School: _____ Student ID: _____

Date: _____

For Official Use Only:

New Update DBA _____ Network _____