

## **Regulations for Acceptable Use Information for Educators and Employees**

The purpose of Central Rivers AEA Regulations for Acceptable Use is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, equipment, or "network," which includes but is not limited to the Internet, email, chat rooms and other forms of direct electronic communications provided by the agency.

Central Rivers AEA will use technology protection measures to block or filter, to the extent practical, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The agency reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of agency property, network and/or Internet access or files, including email.

Educators directly involved with students in Central Rivers AEA programs should be familiar with the "Regulations for Acceptable Use: Information for Students and Parents." Those educators should be prepared to assist in the monitoring of this section of the policy. In addition, each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

### ***Acceptable Uses of the Central Rivers AEA Network***

Employees and other users are required to follow this policy. By using the network, users have agreed to this policy. All users must follow this policy and report any misuse of the network to a supervisor or appropriate administrator. Access is provided primarily for education and agency business. Staff may use the Internet, for incidental personal use during duty-free time. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate administrator.

- Users should adhere to online protocol.
  1. Respect all copyright and license agreements.
  2. Cite all quotes, references, and sources.
  3. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- The agency provides electronic mail to staff members to enable them to communicate effectively and efficiently with other members of staff and our educational partners.
- "Acceptable" email activities are those that conform to the purpose, goals and mission of the agency and to each user's job duties and responsibilities. While email is provided for the conduct of Agency business, users may engage in minimal email activities for personal purposes, if the use does not diminish the employee's productivity, work product, or ability to perform services for Central Rivers AEA.

***Unacceptable Uses of the Computer Network or Internet***

The agency reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the agency, students, employees, schools, network or computer resources, or (2) that expend agency resources on content the agency determines lacks legitimate educational and/or agency content/purpose, or (3) other activities as determined by administrators as inappropriate. These are examples of inappropriate activity on the CRAEA network.

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- Criminal activities that can be punished under law.
- Selling or purchasing illegal items or substances.
- Obtaining and/or using anonymous email sites; spamming; spreading viruses.
- Causing harm to others or damage to their property, such as:
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  1. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  2. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  3. Using any agency computer to pursue "hacking," internal or external to the agency, or attempting to access information protected by privacy laws; or
  4. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

***Penalties for Improper Use***

The use of an agency network/email account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for employees, including warnings, dismissal from agency employment (as per the applicable provisions of the Code of Iowa, collectively bargained agreements, and/or Board policies and regulations), or criminal prosecution by government authorities. Central Rivers AEA will attempt to tailor any disciplinary action to the specific issues related to each violation.

***Disclaimer***

Central Rivers AEA makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the agency's network are to be borne by the user. Central Rivers AEA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the agency, its affiliates, or employees.

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