

# Acceptable Use Policy as it Relates to Laptops and Computers

All references to Vista School include Vista at Entrada School of Performing arts and Technology charter school.

## Software

Only licensed software may be installed onto Vista School laptops & computers.

Software currently installed on the laptop computer includes the following but not limited to:

- MAC OSX and standard OSX programs (ie: mail, ichat, address book, ical, iWorks, iLife...)
- Proprietary Software such as music compilation, library software, administrative software...installed by IT
- Safari, Chrome, Firefox
- Approved Cloud software vetted by Vendor via Data Privacy Act
- Microsoft Office
- Adobe Licensed software
- AutoDesk/Autocad/3D/Coding software

Teachers are not authorized to install unlicensed software on computers. If a teacher requires special or non-standard software to be installed on laptops for Vista School use, it must be cleared by Information Technical Director. The teacher will be responsible for supplying licenses, media, and any documentation.

Breach of these conditions may lead to disciplinary action:

1. For network connection of laptops, users are provided with a dedicated account. The user is to use no other account on the network. The user should at all times keep any passwords for this account secure and private. The user takes full responsibility for the use or misuse of this account.
2. This account allows the user certain privileges and rights on the network. The user should in no way attempt to gain other privileges or to attempt to access resources on the network to which no explicit rights have been granted.
3. The user shall not in any way, tamper or misuse Vista School equipment, either software or hardware. No form of tampering is acceptable.
4. Laptops can have access to the Internet. Abuse of this access, in the form of access to pornographic sites is absolutely forbidden. Please note that access to certain pornographic sites may be in serious breach of the law (Child Trafficking and Pornography Act 1998). Vista School will fully co-operate with the relevant authorities in investigating and prosecuting any such illegal access.
5. E-mail and Internet chat rooms, where these relate to their Schoolwork or study, should be used in a courteous manner, respecting the etiquette of the network. Usage of any form of profanity in these communications is absolutely forbidden.
6. Users may not download copyrighted software, audio or video files, or any other copyrighted material from the Internet. Any such material found will be deleted without prior notification.
7. Software used for Vista School is licensed in a correct and legal manner. However (except where explicitly stated), it is not available to users for home usage. Users should make no attempt to copy licensed or copyrighted material from the Vista School network.
8. Vista School's computers and electronic equipment, including but not limited to classroom printers, copy machines and laminator are for Vista School related educational use only. Computers and equipment are not available for use on external projects or for work activities not associated directly with courses or Vista School. Computers and equipment may not be used for any forms of personal financial gain, personal business or other employment.
9. The contents of all mailboxes, PCs, server shares and caches operated by the Vista School, remain the property of the Vista School.
10. E-Mail should be considered as an insecure medium for the transmission of confidential information. Where confidential information is to be transferred, in particular externally, it should be done in an encrypted form.
11. Notwithstanding that every effort is made to ensure that home folders and e-mail are secure, the Vista School does not in any way guarantee the security of this data.
12. Food and drinks should be kept well away from computers. The user should also take care when shutting down and closing the lid of laptops to ensure that nothing is left lying on top of the laptop surface. This may result in damage not covered by warranties.
13. For any damages not covered under warranty or from negligence or misuse **the user will be financially liable for all repair costs.**

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### **Guidelines for User Responsibilities:**

Use of Vista School Technology resources is granted based on acceptance of the following specific responsibilities:

#### **Use only those computing and information technology resources for which you have authorization.**

For example: it is a violation:

- to use resources you have not been specifically authorized to use
- to use someone else's account and password or share your account and password with someone else
- to access files, data or processes without authorization
- to purposely look for or exploit security flaws to gain system or data access

#### **Use computing and information technology resources only for their intended purpose.**

For example: it is a violation:

- to send forged email
- to misuse Internet Relay Chat (IRC) software to allow users to hide their identity, or to interfere with other systems or users
- to use electronic resources for harassment or stalking other individuals
- to send bomb threats or "hoax messages"
- to send chain letters
- to intercept or monitor any network communications not intended for you
- to use computing or network resources for advertising or other commercial purposes
- to attempt to circumvent security mechanisms

#### **Protect the access and integrity of computing and information technology resources.**

For example: it is a violation:

- to release a virus or worm that damages or harms a system or network
- to prevent others from accessing an authorized service
- to send email bombs that may cause problems and disrupt service for other users
- to attempt to deliberately degrade performance or deny service
- to corrupt or misuse information
- to alter or destroy information without authorization

#### **Abide by applicable laws, school policies, and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software, or other illegal content.**

For example: it is a violation:

- to make more copies of licensed software than the license allows
- to download, use or distribute pirated software
- to operate or participate in pyramid schemes
- to distribute pornography to minors
- to access pornography
- to upload, download, distribute or possess child pornography, or any pornography

#### **Respect the privacy and personal rights of others.**

For example: it is a violation:

- to tap a phone line or run a network sniffer without authorization
- to access or attempt to access another individual's password or data without explicit authorization
- to access or copy another user's electronic mail, data, programs, or other files without permission

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# Vista School Laptop Use and Security Agreement

As a Vista School employee, I understand that the Laptop assigned to me remains the property of the Vista School. The Laptop Use and Security Policy outlined below will guide my use of this productivity tool.

## **Article I: Security and Protection**

- I agree to read and follow the Vista School Acceptable Usage Policy.
- I understand that my Laptop needs to be with me at work everyday and connected to the Vista School network. (The network connection allows for regular backup, anti-virus, and operating system updates.)
- I understand that I am permitted to take my Laptop home at the end of the work day, or
- I will secure my Laptop in my classroom or office when not in use.
- I understand that leaving the Laptop in a car can promote theft and damage from temperature extremes, and that I will be responsible to pay for loss or damage as a result of leaving the laptop in a car. Extended hours of high temperatures will also decrease battery life overtime.
- I understand that I should not have liquids or food around my laptop or computer and that even small amounts of liquids can cause damage.
- I understand that I am expected to protect my Laptop from any type of damage or theft, and that I will be financially responsible for any damage or theft that takes place off school property.
- I agree to carry this laptop in a padded case or padded backpack, to minimize the chances that it will be damaged or destroyed.
- I understand that if my laptop is lost or stolen, I will immediately notify Vista School and file a report with the police.

## **Article II: Connectivity at Home**

- I understand that this Laptop can be configured for use at home as well as at work. In order to configure at home connectivity,
- I understand that I must discuss my home ISP (Internet Service Provider) environment with Vista Schools Information Technology (IT) personnel and provide specific information as needed.
- I understand that I am not to install ISP software on this computer. Installation of AOL or similar software is strictly prohibited.
- If I need ISP software installed, I will contact IT personnel for installation.
- I understand that I will not access sites at home or away from the school that is normally blocked by the school filters.
- I understand that I will not use my computer for a Home businesses, other employment, or other financial gain.
- I understand that I am responsible for any data, pictures, documents, music, videos, or any file that has been downloaded to the hard drive.
- I understand that the purpose of home use is solely for school purposes and not personal.

## **Article III: User Interface at Home or School**

- I understand that I will adhere to the Vista School Acceptable Use Policy.
- I understand that I may use my school discretionary funds, where available, to purchase any necessary Vista School approved add-ons and storage devices (e.g. additional battery pack, mouse, monitor, pen drive, backup drives) and that such purchases then become the property of Vista School District.
- I understand that I will not install any programs or applications onto my Laptop and that all software installations will be handled by members of the Vista School IT department.
- I understand that specialized academic software required by me or my students must be cleared by authorized IT personnel prior to purchase and installation.
- I understand that I will not permit students or family to use my Laptop, with the exception of classroom instruction or demo.
- I understand that this laptop computer will be in my possession at all times, and I am not to lend my Laptop to anyone, including members of my family, for any reason.
- I understand that I am responsible for the appropriate use of my Laptop, including anything stored on the machine, by anyone, for any length of time.
- I understand that I must return my Laptop to the school office if I resign or if I am planning an absence of more than two weeks.
- I understand that all Vista School Network Use Policies govern the operation of my laptop on and off Vista School network.
- I understand that any repair will be handled through the Vista School IT department even if it is something that I broke.
- I understand that I will **not** be held financially responsible for computer problems resulting from regular school-related use.
- I understand that I will be held financially responsible for repair cost incurred by my negligence.

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**Click here for Acceptance**