



## Olive Grove Charter School

4500 Highway 166, New Cuyama, CA 93254

Executive Director: Laura Mudge

## Records Office

5075 S. Bradley Rd. #234

Orcutt, CA 93455

(805) 623-1111 **Phone**

(805) 623-8512 **Fax**

[www.olivegrovecharter.org](http://www.olivegrovecharter.org)

## ACCEPTABLE USE OF TECHNOLOGY POLICY

### I. Introduction

Each employee, who uses the Olive Grove Charter School (OGCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule. The purpose of this rule is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

### A. Legal Requirements

OGCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

- 1 The Family Educational Rights and Privacy Act (FERPA)
- 2 Children's Internet Protection Act (CIPA)
- 3 Individuals with Disabilities Education Act (IDEA)
- 4 Children's Online Privacy Protection Act (COPPA)
- 5 Health Insurance Portability and Accountability Act (HIPPA)

Users of OGCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of OGCS networks may result in discipline or litigation against the offender(s) by the proper authority. OGCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

### B. Acceptable Use

OGCS provides computer, network, e-mail, and Internet access to individuals as part of the learning and employment environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law. The internet, intranet, e-mail, portal, OGCS assigned computing devices such as personal electronic devices, laptops and desktops and OGCS network and supporting systems and data transmitted by and stored on the OGCS systems.

#### **Prohibited Use of OGCS Resources**

The following uses of OGCS computer resources by staff members are prohibited at all times:

- 1 Unauthorized or excessive personal use. Any personal use should not interfere with or impair an employee's job performance.
- 2 Infringing upon the intellectual property rights of others or violating copyright laws.
- 3 Advancing personal profit.
- 4 Furthering political causes in violation of board policy or the State Ethics Act.
- 5 Uploading or transferring out of OGCS's direct control any software licensed to OGCS or data owned by OGCS without explicit written authorization. Failure to observe copyright or license agreements can result in disciplinary action from OGCS or legal



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- action by the copyright owner.
- 6 Unauthorized use of resources (including but not limited to servers, networks, computers and printed output) to reveal confidential or sensitive information, student data, or any other information covered by existing state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms.
  - 7 Downloading software unless it is required to complete their job responsibilities and approved by the Executive Director.
  - 8 Bypassing or attempting to bypass any of OGCS's security or content filtering safeguards.
  - 9 Accessing or attempting to access resources for which an employee does not have explicit authorization by means of assigned user accounts, valid passwords, file permissions or other legitimate access and authentication methods.
  - 10 Granting another individual access to any OCGS accounts that have been authorized to you or using another individual's OGCS authorized accounts, user-id's and/or passwords. Specific exceptions are allowed for Administration personnel for authorized system operations and maintenance.
  - 11 Allowing another person to use a OGCS system under his or her login.
  - 12 Adding, modifying, repairing, removing, reconfiguring, or tampering with any device on the network infrastructure.
  - 13 Allowing non-OGCS persons permission to use OGCS assigned information systems on OGCS equipment taken off-site.
  - 14 Sharing the password of their unique OGCS user ID or using this password to access other 3rd party web sites or applications.
  - 15 The use of any "hacking tools" that can be used for "computer hacking", may not be possessed on school property or run or loaded on any OGCS system.
  - 16 Violating any state or federal law or regulation, board policy or administrative rule.
  - 17

### **C. Sensitive Information**

OGCS employees who have or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), Children's Online Privacy Protection Act (COPPA), and other applicable laws and regulations, as they relate to the release of student information.

- 1 Employees may not disclose sensitive or personally identifiable information regarding students to individuals and/or parties not authorized to receive it. Authorization to disclose information of a student to individuals and/or parties must strictly adhere to regulations set forth in the FERPA - See Board Policy and Administrative Rule JR.
- 2 Information contained in these records must be securely handled and stored according to OGCS directives, rules and policies and if necessary destroyed in accordance with state information retention standards and archival policy.



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**D. Granting Access to Secure Locations**

Staff members may only grant access to sensitive and secure areas, including but not limited to, server rooms and wire closets, after verification with the Executive Director of the credentials and need for access of the person requesting access.

**E. Limited Personal Use**

OGCS does not grant any ownership, privacy or an expectation of privacy in the contents of any message, including email, or other Internet activities involving OGCS resources or equipment.

Personal use is prohibited if:

- 1 It interferes with the use of IT resources by OGCS;
- 2 Such use burdens OGCS with additional costs;
- 3 Such use interferes with the staff member's employment duties or other obligations to OGCS;
- 4 Such use includes any activity that is prohibited by OGCS (including this rule), board policy, or state or federal law.

**F. Email Maintenance**

Each OGCS e-mail user is responsible for the content of all text, audio, or image that he or she places or sends over the Internet or District email systems. Email messages are considered public records and may be released pursuant to the Freedom of Information Act.

**G. Consequences**

Employees who violate this administrative rule may be subject to discipline, including up to termination. All employees are responsible for reporting breaches and possible breaches of security to your supervisor immediately. Suspected criminal activity must be immediately reported to law enforcement.

**I have read and agree to comply with the terms of this Policy governing the use of OGCS equipment and information technology. I understand that a violation of the Policy may result in disciplinary action, including possible termination, as well as potential civil and criminal liability.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_