

## ARKANSAS SCHOOL FOR THE BLIND

Policy Type	Subject of Policy	Policy Number
Administrative	Network Acceptable Use Policy	1023

### **PURPOSE:**

The Arkansas School for the Blind (ASB) has 113 employees, 90 students and 160 computers, 150 of which are connected to the Internet. All employees have access to the Internet. The purpose of the Computer and Internet Use Policy is to ensure employees understand the basic rules for use of equipment, systems and software.

Violation of ASB's Computer and Internet Use Policy may result in disciplinary action, which may include termination of employment.

### **POLICY:**

A computer account at the Arkansas School for the Blind gives the user computer access to the school's academic software as well as access to the Internet. A computer account is a privilege that requires responsible behavior on the part of the account holder, and if a user abuses the privileges, account access could be lost. An ASB computer account is maintained by complying with ASB computer usage policies.

Computer technology changes rapidly, as do the ways that users are able to use, and perhaps abuse, the school's computer system. It does not mean that it is permissible for the user to engage in a particular activity just because a particular activity is not expressly prohibited by the computer usage policy. If you are unsure whether an activity is allowed or not allowed, you should contact the Network Instructor.

All business equipment, software, computer systems, electronic systems and all information stored, transmitted, received, initiated, or contained in ASB's information system are property of ASB. This property is limited only to use for job related purposes. Equipment shall not be used for personal use. Personal use would include, but would not be limited to, outside business ventures, unapproved professional organizations or any other non-job related function.

Only software approved by the Network Instructor and properly acquired for official use may be loaded onto or used on ASB's computers, network, or individual workstations.

Personnel are to aid in the maintenance of backup and security systems and may not purposely and without authorization destroy, disable or harm the equipment or information contained in the computer system.

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## ACCEPTABLE/UNACCEPTABLE USE

Governor's Policy Directive GPD-5, 1997 clearly states that:

"Use of any and all State-owned equipment and supplies shall be restricted to official State use only. Unauthorized or personal use of equipment or supplies may be grounds for dismissal."

Additional uses that are unacceptable: It is unacceptable for a user to use, submit, publish, display, or transmit on the network or on any computer system any information which:

- Violates or infringes on the rights of any other person, including the right to privacy;
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material;
- Violates agency or departmental regulations prohibiting sexual harassment;
- Restricts or inhibits other users from using the system or the efficiency of the computer systems;
- Encourages the use of controlled substances or uses the system for the purpose of criminal intent; or
- Uses the system for any other illegal purpose.

It is also unacceptable for a user to use the facilities and capabilities of the system to:

- Conduct any non-approved business;
- Solicit the performance of any activity that is prohibited by law;
- Transmit material, information, or software in violation of any local, state or federal law;
- Conduct any political activity;
- Conduct any non-governmental-related fund-raising or public relations activities;
- Engage in any activity for personal gain or personal business transactions; or
- Make any unauthorized purchases.

## ELECTRONIC MAIL (E-Mail)

E-mail is considered network activity, thus, it is subject to all policies regarding acceptable/unacceptable uses of the Internet and the user should not consider e-mail to be either private or secure.

Specifically forbidden in the use of E-Mail is:

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- Any activity covered by inappropriate use statements included herein;
- Sending/forwarding chain letters, virus hoaxes, urban legends, etc.

Because electronic messages are typically stored in one place and then forwarded to one or more locations, often without the specific knowledge of the originator, they are vulnerable to interception or unintended use. The Agency will attempt to provide an electronic messaging environment, which provides data confidentiality and integrity. The Agency cannot be responsible for web-based e-mail systems, however, such as Yahoo, Juno, etc. State employees should always be aware of the risks associated with the use of both types of systems.

\*Any public records, statutes or policies, which apply to this Agency, should also be attached, as electronic mail should be handled in the same way as their equivalent physical records. Some e-mail messages are public records, and some are not. It is the responsibility of the Agency to educate its employees on the difference and in how to deal with public records.

1. When an e-mail message is a record, it shall be retained in accordance with State statutes
2. E-mail messages of only transitory value need not be saved. In fact, the failure to routinely delete these messages clogs information systems, strains storage resources and creates Agency liability risks.

### WORLD WIDE WEB ACCESS

Web access provides necessary access to information for many state employees. Employees are responsible for making sure they use this access correctly and wisely. Inappropriate uses of Web Access include, but are not limited to:

- Viewing, downloading or sending pornographic materials;
- Visiting and/or participating in chat rooms not designed for professional interactions specifically related to one's job;
- "Surfing" the Web for inordinate amounts of time;
- Otherwise endangering productivity or the Agency

### COPYRIGHTED MATERIAL

Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law. The federal Copyright Act at 17 U.S.C. 101 et. Seq. (1988), protects and prohibits misuse of all original works of

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authorship in any tangible medium of expression. This includes a prohibition on plagiarism (using someone else's ideas or writing and passing it on as one's own).

### PUBLIC DOMAIN MATERIAL

Any user may download public domain programs for his/her own business-related use, or may redistribute a public domain program non-commercially but does so with the knowledge that by doing so, he/she also assumes all of the risks regarding the determination of whether or not a program is in the public domain.

### REGULATION AND ENFORCEMENT

Agency Directors (or their delegated representatives) are responsible for compliance with provisions of this policy and for investigating suspected non-compliance. These duties include, but are not limited to:

- Investigation of alleged or suspected non-compliance with the provisions of the policy; and
- Suspension of service to users access with or without notice when deemed necessary for the operation and/or integrity of the state communications infrastructure or connected networks.
- When an instance of non-compliance is suspected or discovered in a computing system or network connected to the state network, the agency shall proceed in accordance with agency and Civil Service rules. Internal discipline, up to and including discharge, may be appropriate in some cases of non-compliance with this policy. Criminal or civil action may be initiated in appropriate instances.

### COMPUTER ETHICS

As a representative of the State of Arkansas, state employees have a responsibility to conduct themselves in an ethical manner. The following information suggests some areas where ethics issues will arise and provides some suggestions for issues that may need to be addressed in an agency policy:

- Data obtained inappropriately should not be used.
- Finding and reporting a system weakness is not a license to take advantage of it.
- Every user has a responsibility to do good work and to be accountable for that work.
- Organizations and individuals have rights to privacy.
- When the confidentiality of information is unclear, it should not be divulged.

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- Electronic mail should be treated as privileged in the same manner as first class U.S. mail.
- Use of personal information voluntarily provided, for purposes other than agreed to, is unethical.

### ETIQUETTE

It is essential that users recognize that each network/system has its own set of policies and procedures. Actions, which are routinely allowed on one network/system, may be controlled or even forbidden on other networks. It is the user's responsibility to abide by the policies and procedures of all networks/systems with they may communicate.

The agency should develop etiquette policies covering user conduct including, but not limited to the following:

- The length and subject matter of messages;
- Proper presentation of messages (i.e., capitalizing, using asterisks, etc.);
- Prohibitions or access limits for use of Internet mailing lists, discussion groups, newsgroups, list servers, or any other interactive communication vehicle on the Internet.

### CONSENT FORM

All state employees having access to the Internet must consent to the policies developed by their employing agencies. Proof of this should be accomplished through a signed Consent Form (sample shown below as Figure 1-1) or some other established and clear procedure. The method to obtain and maintain these forms (or other clear method of consent) should be included in the agency's policy. The purpose is to make clear to both the agency and the employee the expectations under which both will operate, reducing the liability of both. Each time this policy is modified in any way, employees shall be notified, and if necessary, shall read and sign a new consent form.

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### TECH ACCEPTABLE USE CONSENT FORM

I, \_\_\_\_\_ have read this policy and agree to comply with all its terms and conditions. Furthermore, I \_\_\_\_\_ understand that the Agency will not monitor e-mail transmissions on a regular basis, though the construction, repair, operations and maintenance of electronic messaging systems may occasionally result in monitoring random transmitted or stored messages. This state agency makes no warranties of any kind, whether expressed or implied, for the service that is the subject of this policy. In addition, state agencies will not be responsible for any damages whatsoever which employees may suffer arising from or related to their use of any state agency electronic information resources, whether such damages be incidental, consequential or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions whether caused by either a state agency's negligence, errors, or omissions. Users must recognize that the use of state agency electronic information resources is a privilege and that the policies implementing usage are requirements that mandate adherence.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

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APPROVED BY:

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Superintendent, Arkansas School for the Blind

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Date