

## COMPUTER USE POLICY

I will maintain the confidentiality of my user ID and password. I will not use another person's ID and password to gain entry into the computer system or voice message system.

I will not create, seek observe, or use obscene, abusive, or offensive language and/or other graphics. I will not use electronic email to harass or intimidate other employees.

I will respect other users and their rights.

I will abide by all copyright laws and licensing agreements. I will not knowingly violate the Family Educational Rights and Privacy Act when generating an email.

I will not use the system for solicitation, advertisement, political, or commercial purposes.

The Quincy School District retains the right to review any material stored on the network, and after following just cause procedures as described in Appendix O, may remove individual staff documents which are deemed to be unlawful, obscene, abusive, or otherwise objectionable.

I will not intentionally damage computer hardware and peripherals. I will not intentionally remove, alter, copy, or add unauthorized files and/or software. I will not intentionally add, remove or alter any district computer hardware. I will not knowingly add any personal computer equipment to district computers that has not been authorized.

I will not knowingly circumvent the network securities or internet filter to get to a website or internet resource.

I will not intentionally attempt to access areas or activities for which I am not authorized. If loopholes in computer security systems or knowledge of a special password are encountered, I will not use them to damage computer systems, obtain extra resources, take resources from another user, gain access to systems, or use system for which proper authorization has not been given, as per RCW 9A.52.110, 9A.52.130, and 9A.48.100. Also, I will report loopholes to school authorities.

The district networked computer system shall only be accessed for professional and educational use, and not inappropriate personal use.

Violation of the above policy may result in discipline up to termination or prosecution according to the RCW's.