



COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

Employee Computer and Internet User Agreement

The Colton-Redlands-Yucaipa Regional Occupational Program (“CRY-ROP”) is pleased to provide electronic information services, including but not limited to computers, Internet and electronic mail as part of the instructional program. We believe in the educational value of such electronic information services and recognize the potential of such to support curriculum and student learning by facilitating resource sharing, innovation and communication. All users must **always** follow CRY-ROP’s guidelines and avoid using these electronic information services in an illegal or otherwise inappropriate manner.

As with all CRY-ROP assets, data transmission equipment and other electronic information resources, such as computers, voice mail, and e-mail are CRY-ROP property and intended for educational purposes and to carry out authorized CRY-ROP business. Specifically, e-mail and other electronic information services are not to be used for personal business, non-CRY-ROP commercial use, entertainment, solicitation, or personal causes. You also may not use CRY-ROP electronic information services for any communication which would in any way be disruptive, insulting, harassing, disparaging, fraudulent, libelous, offensive, threatening to any person, or harmful to minors.

Please read this document carefully. Your signature indicates you understand and will agree to comply with any and all provisions of the Agreement and any other directives concerning electronic information resource use. We must have your initials where indicated, and your signature before we can provide you, or continue to provide you, with access to electronic information services.

Listed below are further provisions of this Agreement. If you violate any part of this Agreement or related Board Policy, access to electronic information services may be denied and you may be subject to disciplinary action and a referral for prosecution to other entities for violation of federal, state and/or local laws and regulations.

ADDITIONAL TERMS AND CONDITIONS

1. **PERSONAL RESPONSIBILITY** - I will accept personal responsibility for reporting any misuse of electronic information resources to the Superintendent or designee. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that relate to pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, harmful matter to minors, and other issues described herein or otherwise inappropriate in an educational environment. I understand that violation of standards of conduct set forth in this Agreement may lead to disciplinary action, civil legal action and/or referral to outside agencies for criminal prosecution.

I have read and understand this provision. Initial _____

2. **ACCEPTABLE USE** - The use of any CRY-ROP electronic information resources must be for school-related communications in furtherance of the educational purposes of CRY-ROP and not for personal use.

- a. Use of any other organization's network or computing resources during or in the performance of my employment activities must comply with rules appropriate to that other organization as well as CRY-ROP. In using CRY-ROP's electronic information resources, users must communicate in the same manner as is expected in the classroom. This includes appropriate online behavior, including interacting with other individuals on office/social networking websites and in chat rooms and cyber bullying awareness and response.
- b. Transmission or the accessing of any materials in violation of any federal, state, or local law is prohibited. This includes, but is not limited to, copyrighted material, threatening, obscene, or otherwise offensive materials or materials protected by trade secret.
- c. Commercial activities of any kind unrelated to CRY-ROP employment purposes are not acceptable.
- d. Political lobbying or conducting political or other solicitation, advertising or similar communication for any non-CRY-ROP entity is also prohibited.
- e. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, or any activity prohibited by law or CRY-ROP policy.
- f. Users shall not use the system for inappropriate behavior, while interacting with other individuals on social networking websites and in chat rooms, like sending or posting harmful or cruel text or images to bully others.
- g. Users shall immediately report any sign of cyber bullying to CRY-ROP administration.
- h. Users shall immediately report any security problem or misuse of the services to CRY-ROP administration.
- i. Users should be aware of the provisions of California Penal Code section 313.1, which requires criminal sanctions for any person who, with knowledge that a person is a minor, or who fails to exercise reasonable care in ascertaining the true age of a minor, knowingly sells, rents, distributes, sends, causes to be sent, exhibits, or offers to distribute or exhibit by any means any harmful matter to the minor. Any action in violation of Section 313.1 shall be referred to the appropriate police agency for prosecution.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)

- j. I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

I have read and understand this provision. Initial _____

3. **PRIVILEGES** - The use of any CRY-ROP electronic information system is a revocable privilege, not a right, given to me by CRY-ROP. Users do not own accounts on any electronic information, but rather are granted the use of such accounts. CRY-ROP owns the account and grants individuals the privilege of using it. Any inappropriate use may result in a cancellation of those privileges. The Superintendent or designee will decide what is appropriate use and his/her decision is final. The Superintendent or designee may close an account at any time deemed necessary. The CRY-ROP administration may deny, revoke or suspend specific user accounts. I acknowledge that I must provide my account number or any pass code to the Superintendent or designee before using applicable electronic information resources and/or any other time upon request.

I have read and understand this provision. Initial _____

4. **ETIQUETTE** - In addition to the other requirements of this Board Policy and User Agreement, you are expected to abide by acceptable rules of computer etiquette. These rules include, but are not limited to, the following:
- a. **BE POLITE** Never send, post or encourage others to send or post, hostile, abusive or offensive text, messages or images.
 - b. **USE APPROPRIATE LANGUAGE** You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language.

I have read and understand this provision. Initial _____

5. **PRIVACY** - CRY-ROP's computer resources and all users' accounts are the property of the ROP. The use of pass or access codes is designed to provide appropriate access to some or all the ROP's information systems. Such codes are not designed to provide confidentiality of any personal messages or documents. Thus, the ROP's right to retrieve information stored on its systems is not restricted by the use of such codes. There is no right to privacy in the use of the computer resources or users' accounts, and the ROP reserves the right to monitor and access information on the system and in users' accounts for the purpose of determining whether a violation of this Agreement or any other directive has occurred. The ROP will remove any information on any of its electronic information systems which it determines to be in violation of this Agreement or any other directive. It should be remembered that e-mail or Internet transmissions may be intercepted by outsiders and may continue to exist even after the sender or recipient "deletes", therefore extreme caution should be exercised at all times in the transmission of any such information. At no time should you reveal your home address, phone number or those of students or colleagues, or any sensitive information to anyone while using these resources. In addition, certain electronic information may also be subject to disclosure to the public under the California Public Records Act or other applicable laws.

I have read and understand this provision. Initial _____

6. **SERVICES** - CRY-ROP makes no warranties of any kind, whether expressed or implied, for the service it is providing. The ROP will not be responsible for any damages including loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. CRY-ROP specifically disclaims any responsibility for the accuracy of information obtained through its services.

Due to the open and decentralized design of the Internet and networked computer systems, CRY-ROP cannot protect individuals against receipt of material that may be offensive to them. Those who use CRY-ROP's electronic information resources are warned that they may receive materials that are offensive to them. Likewise, individuals who use e-mail or those who disclose private information about themselves on the Internet or on CRY-ROP computer resources should know that the ROP cannot protect them from invasions of privacy by third parties or other users.

I have read and understand this provision. Initial _____

7. **SECURITY** - Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the Superintendent or designee administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. Users are only authorized to use electronic information resources to which they have been given specific permission to access.

Users shall not attempt to modify any CRY-ROP computer or communications resource or attempt to crash or hack into CRY-ROP systems. Users shall not tamper with any software protections or restrictions placed on computer applications or files. Unless properly authorized, users shall not attempt to access restricted portions of any operating system or security software. Users are prohibited from attempting to remove existing software installed on CRY-ROP resources, or attempting to install any software unless the user has been given authorization to do so.

Users shall use only their own designated computer accounts. Users are required to keep all ID's, passwords, and account information confidential, and shall take all reasonable precautions to prevent others from obtaining this information. It is recommended that users change their passwords periodically to prevent unauthorized use of their account. Accounts are not transferable, and users shall not allow others to use their own account. Users will be responsible for any user of their accounts by other to whom access has been given.

Users shall not use another individual's ID, password or account. Users shall respect the privacy and personal rights of others, and are prohibited from accessing or copying another user's e-mail, data, or other files without the prior express consent of that user. Users shall send e-mail only on their own e-mail addresses. Users are prohibited from concealing or misrepresenting their identity while using CRY-ROP's computer and communications resources.

Any user identified as a security risk may be denied access to electronic information resources at the discretion of the ROP. Any person who uses the account number or accesses the account of any other person without express authorization from the Superintendent or designee may be subject to discipline.

I have read and understand this provision. Initial _____

8. **VANDALISM** - Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism may result in the loss of computer services, disciplinary action and civil legal action and/or criminal prosecution to the fullest extent by law.

I have read and understand this provision. Initial _____

9. **UPDATING** - The information service may occasionally require new registration and account information from you to continue the service. You must notify the Superintendent or designee of any changes in your account information, including, but not limited to, any change in user account numbers or other passwords.

I have read and understand this provision. Initial _____



Colton-Redlands-Yucaipa Regional Occupational Program
Employee Computer and Internet User Agreement

REQUIRED SIGNATURES:

I have read, understand and will abide by the provisions and conditions of this Agreement at all times. I also understand that any violations of the above provisions may result in disciplinary action, the immediate revocation of my user account and privileges, and possible civil and/or criminal legal action up to and including termination. I also agree to report any misuse of the information system to the Superintendent or designee. Misuse can come in many forms, but can be viewed as any messages or image sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I also recognize that all CRY-ROP policies regarding appropriate student conduct apply in the utilization of this resource, and I may be disciplined for any violation of those policies independent of this Agreement.

As an employee of the Colton-Redlands-Yucaipa Regional Occupational Program, I the undersigned agree to use the Internet and electronic information resources provided only for projects and assignments directly related to my employment with the ROP. I agree to all terms and conditions as stated above.

I also agree to not hold CRY-ROP responsible for materials acquired or received by me on the Internet or via e-mail while using CRY-ROP computer and other electronic information resources, for violations of copyright restrictions, users' mistakes or negligence, or any vendor charges incurred by me while using any CRY-ROP electronic information resource. I will also reimburse CRY-ROP for the full amount of any unauthorized charges or costs incurred by me while using these resources.

_____/_____/_____
Employee Name (Print) Employee Signature Date

Document given at New Hire Orientation from Human Resources

Coordinator of Personnel Services - Laura Koger

Coordinator of Personnel Services Signature: _____ Date: _____

Note: A copy of this Agreement will be retained in your employee file.



Colton-Redlands-Yucaipa Regional Occupational Program
AUTHORIZATION TO PHOTOGRAPH AND PUBLISH

Dear Employee:

Colton-Redlands-Yucaipa Regional Occupational Program (CRY-ROP) employees will have the opportunity to be photographed, videoed and/or publish projects to be posted on the Internet. These projects might include an image, a video, a group photograph from an activity, or a collaborative project with other employees. Individuals around the world with Internet access will be able to view and possibly respond to your image via World Wide Web resources and applications.

Written permission is required before staff will video, photograph and publish documents and projects on the Internet.



Photograph and Publishing Guidelines

CRY-ROP will:

- Ensure projects, documents and photographs conform to the policies and procedures of CRY-ROP
- Ensure projects, documents and photographs are reviewed and approved by staff before publication
- Not publish documents with employee’s telephone numbers or addresses
- Not publish documents containing objectionable material and will not allow web pages links that point directly or indirectly at such material

Employee Permission:

I hereby give my consent to the CRY-ROP, to take, or to contract with others to take, photographs and/or video files of me. I hereby give my consent for these photographs and/or video files to be published in any media, including possible posting on the Colton-Redlands-Yucaipa websites, at the discretion of CRY-ROP. They will only be used for educational and/or public information purposes without any compensation or liability for such use.

I do not give permission to have myself be photographed or videotaped.

Employee Name: _____ Date: _____

Address: _____

City: _____ Zip: _____ Phone: _____

This permission form will be in effect for the duration that an employee is an employee at CRY-ROP. Written notification is required to revoke this authorization.

Form to be retained with CRY-ROP

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