

PURPOSE

The purpose of this policy is to set forth procedures and guidelines for access to the North Orange County ROP (NOCROP) computer technology systems and acceptable use of the Internet. This policy applies to the use of NOCROP owned, leased or managed technology equipment and associated software and firmware. In addition, this policy applies to Cloud-based services provided by NOCROP including but not limited to, e-mail accounts, Internet sites maintained for or by NOCROP, logins, passwords, data, files, internet access, voicemail, business applications, and information transmitted by, received from, entered into, or stored in these systems (hereinafter "NOCROP Technology" or "Technology"). This Policy applies to all NOCROP employees, including full-time, part-time, and temporary. It applies equally to any remote or off-site use of Technology.

GENERAL STATEMENT OF POLICY

NOCROP provides technology resources to its staff for educational and administrative purposes. Technology provided is considered the property of NOCROP and is to be used primarily for business purposes. Incidental personal use of Technology is permissible, but shall not interfere with the employee's work or with the efficiency or safety of NOCROP's resources. Technology use is intended for employees only, and does not extend to family members, students, or other acquaintances. The use of these technology resources is a privilege, not a right. All users are expected to use the technology equipment and networks in a responsible, ethical and professional manner outlined in the following acceptable use agreement.

EMPLOYEE USE GUIDELINES

No Expectation of Privacy

Employees shall have no expectation of privacy in any message, file, data, document, facsimile, or any other form of information accessed, transmitted to, received from, or stored on any Technology owned, leased, used, maintained, moderated or otherwise operated by NOCROP or its clients, including but not limited to, e-mails and other electronic communications. NOCROP has software and systems in place that monitor and record all Internet/Intranet and e-mail usage. Employee e-mails and other electronic communications pertaining to the business of NOCROP generally are deemed to be public records and must be disclosed to members of the public upon request unless the records are specifically exempt from disclosure under the California Public Records Act. Moreover, documents may be subject to disclosure by subpoena or other legal process.

Confidentiality Obligations

NOCROP endeavors to maintain the confidentiality of its internal e-mail system and other electronically stored information and employees are expected to respect that confidentiality. Employees shall not copy, move or otherwise transfer confidential or sensitive information or data to another directory or external storage location. To safeguard and protect the proprietary, confidential and sensitive business information of NOCROP and to ensure that the use of Technology is consistent with NOCROP legitimate business and educational interests, authorized representatives of NOCROP may monitor the use of Technology, messages, and files. Users who become aware of a possible security breach involving Technology or data shall immediately notify the Superintendent or designee.

Intellectual Property

Technology may provide access to material protected by copyright, trademark, patent, trade secrets and export law. Employees must ensure that use of any material from Technology will not violate applicable law or intellectual property rights of any third party.

385 N. Muller Street, Anaheim, California 92801-5445 • 714-502-5801

North Orange County Regional Occupational Program equips and empowers tomorrow's innovative, civic-minded professionals through career technical education. NOCROP serves students in the Anaheim Union High School District, Fullerton Union High School District, Brea Olinda Unified School District, Los Alamitos Unified School District, and the Placentia-Yorba Linda Unified School District.

Installation and Modification of Technology

Employees may not install or modify any software on NOCROP Technology without prior authorization from the Superintendent or designee. Software downloaded on NOCROP Technology must have a direct business use and must be properly licensed and registered. Users shall follow all published standards for workstation software.

Violations of Policy

Technology shall be used in a professional manner and may not be used in a manner that is inconsistent with any NOCROP Policy. Employees shall adhere to all security and guidelines established by NOCROP. Violations of this policy may result in revocation (temporary or permanent) of user access and/or discipline, up to and including termination of employment, in accordance with NOCROP policies. Employees shall adhere to all applicable local, state, federal, and international laws relating to the access and use of computer systems, software and on-line services. NOCROP will cooperate fully with appropriate authorities to provide information related to actual or suspected activity not consistent with the law.

UNACCEPTABLE USES

The following actions are examples of Unacceptable Uses and in violation of this policy:

- Accessing or viewing information that promotes terrorism, espionage, theft, illegal drugs.
- Activities that violate any federal, state and local law or NOCROP policy.
- Attempting to monitor or tamper with another user's electronic communications or reading, copying, changing or deleting another user's files or software without the explicit consent of the user.
- Creating internet content without the authorization.
- Disseminating confidential information pertaining to students' or employees' to individuals who are not legally authorized to receive the information.
- Disseminating or printing copyrighted materials, including articles and software, violating copyright laws.
- Downloading software to NOCROP Technology, which includes: personal software, shareware, freeware and purchased software is prohibited and will not be supported by NOCROP.
- Downloading, displaying, soliciting, archiving, storing, distributing, editing or recording sexually explicit messages or images, including but not limited to, pornography or other visual depictions that are harmful to minors as defined in the Children's Internet Protection Act, 47 USC § 254.
- Giving student(s) access to an NOCROP issued teacher/employee computer.
- Making threats against any person or persons or engaging in any type of terrorist activity.
- Maliciously attempting to harm or destroy data of another user, school, district or NOCROP networks, or the Internet, including uploading or creating viruses and malware.
- Using abusive, offensive language, hate email, harassment or discriminatory remarks; including disparagement of others based on their race, color, religion, national origin, veteran status, ancestry, disability, age, sex, sexual orientation, or other protected characteristics.
- Using networks or technology for any illegal activity, including violation of copyright or other laws; unnecessary or unauthorized Technology usage that causes, or attempts to cause, damage to or interference with Technology, network or server, either locally or on any network that disrupts the instructional or work environment.
- Using obscene, profane or vulgar language on any social media network or engage in communications or conduct harassing, threatening, bullying, libelous, or defamatory or discuss or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
- Using technology systems or internet for a commercial, political or profit-making enterprise, which may include fundraising; except as specifically agreed to with NOCROP.

385 N. Muller Street, Anaheim, California 92801-5445 • 714-502-5801

North Orange County Regional Occupational Program equips and empowers tomorrow's innovative, civic-minded professionals through career technical education. NOCROP serves students in the Anaheim Union High School District, Fullerton Union High School District, Brea Olinda Unified School District, Los Alamitos Unified School District, and the Placentia-Yorba Linda Unified School District.

PASSWORDS

Employees are responsible for their passwords. Users are expected to change generic passwords to personalized passwords and keep them secure. Continued use of generic password can result in someone else sending messages in the owner's name, in which case the owner is held responsible. Current passwords may be requested by an employee's supervisor and the supervisor will take reasonable precautions to maintain the confidentiality of the password except as needed for legitimate business purposes as set forth in this Policy.

E-MAIL POLICY

Electronic mail (e-mail) is available to all program staff. Employees are responsible for all e-mails generated from their account. Mailbox space is limited, and therefore, unnecessary emails must be deleted. All e-mail messages, as all paper documents, are the property of the Program and are subject to office policy, procedures, and control.

As such, the following e-mail protocol must be adhered to:

Electronic mail must:

- Be concise and professional
- Include a clear and concise Subject title
- Include a signature block
- Not contain defamatory language or language that is offensive or threatening toward employees, the Program, students or members of the community
- Not contain profanity, racial or sexual slurs, or other unprofessional language
- Not violate any other policy listed herein
- Use professional salutations

It is a violation of this policy for an employee, without proper authorization, to post a message on any Electronic Information Systems, which may reasonably be interpreted as representing the policy of NOCROP. E-mail messages automatically include the North Orange County ROP disclaimer indicating that if the individual is not the intended recipient of the message, any reproduction contained in the transmission is strictly prohibited unless it is subject to review by NOCROP. **E-MAIL DISCLAIMER:** *This communication and any documents, files, or previous e-mail messages attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act, 18 USC § 2510. This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use or disclosure of such information is strictly prohibited under 18 USC § 2510 and any applicable laws.*

INTERNET/WEB SITES AND USAGE

Employees who create a NOCROP-related Web 2.0 site, or similar site, must have approval from the Superintendent or designee. All such sites must be in compliance with NOCROP's "Web Authoring Standards".

Filtering

In compliance with the Children's Internet Protection Act, 47 U.S.C. § 254, NOCROP shall ensure that all NOCROP computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or material harmful to minors as defined in 47 U.S.C. § 254 and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

385 N. Muller Street, Anaheim, California 92801-5445 • 714-502-5801

North Orange County Regional Occupational Program equips and empowers tomorrow's innovative, civic-minded professionals through career technical education. NOCROP serves students in the Anaheim Union High School District, Fullerton Union High School District, Brea Olinda Unified School District, Los Alamitos Unified School District, and the Placentia-Yorba Linda Unified School District.

Access to Web 2.0 Sites

An employee with a business-related need to access a Web 2.0 site (defined below) using NOCROP Technology may request such access from the Superintendent or designee. All postings to the site shall be business-related and consistent with NOCROP policy and conform to the requirements of confidentiality and privacy set forth in this Policy. NOCROP will not indemnify or provide defense for any claims, lawsuits or damages arising out of an employee's defamatory or otherwise unlawful comments. No personal blogging shall be conducted during work hours or using NOCROP Technology.

Creation of NOCROP- Related Web 2.0 Sites

1. Definition of Web 2.0 site: Web 2.0 sites, such as Facebook, Twitter, blogs, wikis, and chat rooms, allow users to interact with other users or to change website content, in contrast to non-interactive web sites where users are limited to the passive viewing of information that is provided to them.
2. Cabinet members and their designees shall not approve the creation of a Web 2.0, or similar site, that constitutes a "designated public forum" (i.e., a forum that allows all individuals to speak to any topic).
3. In determining whether to accept postings from individuals outside of NOCROP for a particular purpose, the Cabinet member or designee may want to consult with the Superintendent or designee, to determine the nature of the forum that is being created, as well as the ability of the Program to exclude certain types of materials from the site without violating the free speech rights of the poster.
4. If the Cabinet member or designee approves the creation of a "limited public forum," (i.e., a site restricted to certain groups or dedicated solely to the discussion of certain subjects), any restrictions on speech shall be reasonable and viewpoint neutral. The Cabinet member or designee shall be responsible for monitoring the postings to the site and upon receipt of a complaint concerning inappropriate content shall immediately notify the Superintendent, or designee.
5. Employees **shall not permit** students to access NOCROP computers that contain a Web 2.0 site, access to such sites or similar, unless the site is created specifically for a class and is monitored by the teacher to remove the types of materials listed in subsection (v) above. All students assigned to the class (and parents of minor students) must be able to access class-related sites developed and maintained using NOCROP or personal technology; other individuals shall be excluded from such sites. Teachers and others may not post student names, photographs, or work without prior written authorization from the student or minor student's parent or guardian.

Digital Millennium Copyright Act (DMCA) Compliance

NOCROP shall take all actions necessary to comply with the DMCA service provider requirements, including but not limited to, taking down allegedly infringing material upon receiving notice from an aggrieved copyright owner or his representative; terminating access to individuals who are repeat infringers; and accommodating standard technical measures used by copyright owners to identify or protect copyrighted works as required by law. The Designated Agent for receiving notice of claimed infringement is the Superintendent or designee. In order to constitute effective notice of claimed infringement, a written communication must be received by the Designated Agent that includes the following six elements or substantially complies with the following:

1. A physical or electronic signature of the copyright owner or his authorized agent ("the complaining party");
2. Identification of the work claimed to have been infringed, or, if multiple copyrighted works are involved, a representative list of such works;

385 N. Muller Street, Anaheim, California 92801-5445 • 714-502-5801

North Orange County Regional Occupational Program equips and empowers tomorrow's innovative, civic-minded professionals through career technical education. NOCROP serves students in the Anaheim Union High School District, Fullerton Union High School District, Brea Olinda Unified School District, Los Alamitos Unified School District, and the Placentia-Yorba Linda Unified School District.

3. Identification of the material to be removed or access to which is to be disabled, with information reasonably sufficient to permit the service provider to locate this content;
4. Information reasonably sufficient to permit the service provider to contact the complainant party, such as an address, telephone number, and, if available, an e-mail address;
5. A statement that the complaining party has a good faith belief that display of the material in the manner used is not authorized by the copyright owner, its agent, or the law;
6. A statement that the information in the notice is accurate, and under penalty of perjury, that the complaining party is authorized to act to protect an exclusive right that has allegedly been infringed.

NOCROP will promptly notify the individual who posted the allegedly infringing content that it has removed or disabled access to the content. This individual may then serve a counter-notification on NOCROP. If the notice complies with statutory requirements, NOCROP will re-post the material as required by law.

Endorsements or Hyperlinks

Unless authorized as stated herein, no person shall use the names "North Orange County ROP Superintendent" or "North Orange County ROP" to imply, indicate or otherwise suggest that any corporation, firm, partnership, association, group, activity, or enterprise is connected or affiliated with, or is endorsed, favored, or supported by, or is opposed by the North Orange County ROP Superintendent or North Orange County ROP. Use of the names "North Orange County ROP Superintendent" and/or "North Orange County ROP," as well as hyperlinks to outside websites, may be approved by a Cabinet member or designee if it is determined that such use is in the Program's best interest; such approval shall be in writing.

Web Authoring Standards

These standards provide direction to NOCROP employees regarding publishing on the Internet through NOCROP.

Directions for Publishing

All website development and maintenance will be under the auspices of NOCROP's Marketing & Communications Specialist or authorized personnel. After a website publication, website content management will be the responsibility of the division owning the website. Webpages within the NOCROP website are created and maintained to provide educational information, resources, and links of interest to the students, parents, community, and staff of NOCROP. Webpages, whether created by programs, teachers or other staff are viewable by anyone in the world with Internet access. In this respect, these webpages reflect NOCROP and need to be presented in a professional manner. All webpage authors need to adhere to the following points in developing webpages.

Publishing Student Information

Do not publish student names or any personal information about students or their families without specific written release from parents or guardians. Written permission from the parent or guardian must be obtained annually and kept on file to publish student's original school work on the Internet (or from the student if over age 18). It is important to emphasize the concept of original student work, because student multi-media projects can often contain third party content that, while permissible under Fair Use within the four walls of the classroom, will violate copyright law if posted on the Web. Do not publish individual student pictures to the Internet; only post pictures of students taken as a group or at such an angle or distance that an individual student cannot be easily identified. Written permission must be obtained annually and kept on file from the parent or guardian (or the student if over age 18) to publish a student's photograph on the Internet.

385 N. Muller Street, Anaheim, California 92801-5445 • 714-502-5801

North Orange County Regional Occupational Program equips and empowers tomorrow's innovative, civic-minded professionals through career technical education. NOCROP serves students in the Anaheim Union High School District, Fullerton Union High School District, Brea Olinda Unified School District, Los Alamitos Unified School District, and the Placentia-Yorba Linda Unified School District.

Publishing Employee Information

Do not publish any personal information about employees.

Web Publishing and Copyright Law

Materials placed on the Internet are subject to copyright laws.

- Assume that all materials are copyrighted, unless otherwise stated.
- Do not re-publish text or graphics found on the Internet on NOCROP webpages without explicit written permission, and keep the written response on file.
- In the case of re-publishing public domain documents, a citation evidencing public domain should be included at the bottom of the webpage.
- In the case of re-publishing work that has been produced by someone other than the employee, there must be a notice at the bottom of the webpage providing credit to the original author and including information regarding how and when permission was granted for publication. That notice should also include the URL of the re-published work.
- In the use of graphics, utilize only original graphics or public domain images. Do not use third party graphics or other recognizable images, (even if they were drawn by a student).
- Properly cite online resources

Authoring Guidelines

Webpage authors need to adhere to the guidelines listed below:

- All written content must appropriately reflect NOCROP goals.
- Written content must be carefully proofread and checked for grammar or spelling errors before posting.
- No links to personal web pages shall be placed on official NOCROP web pages.
- Content information needs to be kept current.
- Be careful of using humor or satire as it can be easily misinterpreted.

Responsibility for Content

All webpages are property of NOCROP, and as such are subject to review, editing or removal by the Superintendent or designee.

EMPLOYEE ACCEPTABLE USE AGREEMENT

"I have read and understand the above Acceptable Use Policy. I will abide by the guidelines and policies. I am aware that violation of this policy may result in revocation (temporary or permanent) of user access and/or discipline, up to and including termination of employment and/or appropriate legal action, in accordance with NOCROP policies."

Printed Name

Date

Signature

385 N. Muller Street, Anaheim, California 92801-5445 • 714-502-5801

North Orange County Regional Occupational Program equips and empowers tomorrow's innovative, civic-minded professionals through career technical education. NOCROP serves students in the Anaheim Union High School District, Fullerton Union High School District, Brea Olinda Unified School District, Los Alamitos Unified School District, and the Placentia-Yorba Linda Unified School District.