

## CRESC Acceptable Use Policy

# Acceptable Use Policy 2024-2025

Crowley's Ridge Educational Service Cooperative (CRESC) offers access to the Cooperative's computers and/or computer network for electronic mail and Internet. To gain and/or to continue access to e-mail and the Internet, all employees must agree and sign this form.

The following policy for acceptable use of computers, networks, and system resources, including the Internet, shall apply to all CRESC administrators, faculty, and staff. All technology equipment shall be used in accordance with the Acceptable Use Policy under the supervision of the Technology Coordinator. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions as specified in the Personnel Policy Handbook.

\* 'system' or 'system resources' refer to any coop computer, network, or Internet resource.

1. The individual in whose name a computer is issued will be responsible at all times for its proper use.
2. Users shall not let other persons use their computer user account, network logon username and password, or computer files for any reason (except for authorized staff members).
3. Users shall not store or display their system resource passwords anywhere except on their person (e.g. wallet, purse) or in an otherwise secure location (e.g. cabinet or file drawer).
4. Users shall not try to discover another user's password by any method.
5. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
6. Users may not copy or distribute copyrighted materials such as software, audio, video, files, graphics, and text without the express written permission of the copyright owner and the permission of the site administrator.

- 7.** Users may not download, upload, install, or otherwise use programs or software not directly related to their work prior to permission from the Technology Coordinator.
- 8.** Users shall not use any system resources for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy and guidelines.
- 9.** Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan, or other name.
- 10.** Users shall not use system resources to purposefully access materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal. The State of Arkansas provides filtering mechanisms to help prevent accidental access to such materials; however, filters are not all-inclusive and will not block all inappropriate sites. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident.
- 11.** Users shall not bypass or attempt to bypass CRESC security measures through means such as, but not limited to, online proxies, bootable media, IP spoofing, etc.
- 12.** Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to, removal of parts, intentional destruction of equipment, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.
- 13.** Users shall not relocate or remove technology equipment (hardware or software) from its location without permission from the Cooperative Administration office.
- 14.** CRESC does not support personal equipment or software. Users shall not install personal software on CRESC-owned computers without permission (Home Network Connection Software is permitted).
- 15.** Users shall not use system resources to distribute or provide personal information or addresses that others may use inappropriately.

16. Users should be aware that all e-mail and all other files stored on CRESC's network and/or the crmail.k12.ar.us Google domain are the property of CRESC. Users should not send any messages or create any files that they would not want to be made public.
17. Users shall not use system resources for the forgery or attempted forgery of e-mail messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the ability of other users to send/receive email, or the use of another person's email account is prohibited.
18. Users who identify or become aware of a security problem on the system must immediately notify the Technology Coordinator or the Administration office staff.
19. Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state or federal laws. Violations can lead to prosecution.
20. Users shall maintain a strong password on CRESC computers and email at all times. **A strong password of at least 14 characters including 4 different types of character shall be maintained. (Uppercase, Lowercase, Number, Special Character)**
21. Peer to Peer (file sharing ) programs (BitTorrent, Limewire, Kazaa, BearShare, and others) are prohibited on the CRESC network.
22. **Student, staff and client information shall be safely guarded. All work related files should be backed up to your Google Drive account.**
23. If another user must use the Cooperative computer you may allow them to use a Guest account. If your Guest account is not enabled please see the Technology Coordinator.
24. **DO NOT RESET OR WIPE YOUR COMPUTER OPERATING SYSTEM!**
25. Computer games pre-installed with your operating system are allowed. However, online games are not permitted on Cooperative user accounts. This includes any games accessed through a web browser or social media platforms, such as Facebook games or Roblox.
26. Employees must turn in a list of login credentials when turning in a computer or ipad. For ipads this includes your passcodes and your apple ID and password.

## **Signature Sheet**

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### **CONSEQUENCES FOR INAPPROPRIATE USE COULD INCLUDE:**

- Suspension or limitation of access to the system
- Revocation of the computer system account
  
- Disciplinary or legal action in accordance with Crowley's Ridge ESC policies and applicable laws.

**As a user of the Crowley's Ridge ESC computer network, I hereby agree to comply with the above stated rules for using the Internet, networked and computers and other coop technology equipment.**

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

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

**Title:** \_\_\_\_\_

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