



Dear Staff Member,

We are pleased to offer you access to the Yucaipa-Calimesa Joint Unified School District computer network. To gain access, you must sign the *Employee RUA Signature Form* and return it your supervisor or to Human Resources..

### **Purpose**

Access to the District network will enable you to view information about students, access email and other data systems, and communicate with people within the district and throughout the world. These resources will be valuable tools in your duties and responsibilities as an employee in the Yucaipa-Calimesa Joint Unified School District.

### **Risks**

Although the District takes every precaution to protect you while using these resources, you should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In such cases, employees are responsible for notifying their supervisors as soon as possible. However, we believe that the

benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. *Ultimately, you are responsible for following District philosophy and responsible use standards when using media and information sources and when accessing these resources in the presence of others. You are also responsible for reporting instances of misuse or possible security breaches of which you are aware.*

### **District Internet and E-Mail Rules**

Employees are responsible for following generally accepted social standards for use of a publicly owned and operated communication tool. Examples of unethical, unacceptable use of District technology equipment include the following:

- Sending, displaying, or accessing offensive messages or pictures
- Using obscene or vulgar language
- Streaming music or video for non-instructional use. (Background music does not qualify as “instructional use.”)
- Harassing, insulting, or attacking others
- Intentionally damaging computers, computer systems, data, or computer networks
- Violating local, state, or federal laws, including copyright laws
- Using peer-to-peer file sharing methods when in violation of copyright or criminal law
- Using personal, private email accounts to conduct District business

- Using another’s password or passwords you are no longer authorized to use
- Trespassing in another’s folders, work, or files
- Failing to take reasonable precautions to safeguard confidential information (including Aeries, Aeries.net, ABI, Cmail, Data Director, SchoolFusion, etc.) or assisting students under age 13 with creation of online accounts outside of District resources without express, written parent approval.
- Intentionally wasting limited resources; including participation in unauthorized social media, chain letters, jokes, or pictures/videos
- Attaching to the District’s network resources for personal, outside business, commercial, or gambling purposes.

Individual users of the District computer networks are responsible for their behavior and communications on those networks. Violations of the District policy described will result in access privileges suspended or revoked as well as other disciplinary or legal action.

### **Privacy of Your Files**

Network and virtual storage areas, including your email account, are the property of the District. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

## QUICK REFERENCE OF DISTRICT SYSTEMS & RESOURCES

The following is a partial list of systems and resources used in the Yucaipa-Calimesa JUSD to support instruction and District management.

- ❑ **DataDirector:** Student assessment data. Enter benchmark scores, access current and historical data.
- ❑ **Financial 2000:** Web-based business management software for county districts.
- ❑ **Destiny:** Online library catalog. Help students locate books at their reading level or related to their research topic. Also provides Internet search tools.
- ❑ **SchoolFusion:** District & school web content management system. Create class web pages, and provide links to access Internet-based resources and documents.
- ❑ **Aeries/Aeries.net/ABI:** Aeries is our student information system software, and Aeries.net and ABI (Aeries Browser Interface) are tools used by teachers, students, and parents to interface with parts of the Aeries system.
- ❑ **Cmail:** Web-based email system. Check daily for District and school communications.
- ❑ **Office 365:** Web-based Outlook email, Office Web Apps, SkyDrive storage, SharePoint collaboration team sites, and Lync messaging/conferencing system available to some as a pilot in 2013-2014.
- ❑ **Renaissance Learning:** Instructional learning system used at elementary sites; includes Accelerated Reader (AR) and Accelerated Math (AM).
- ❑ **Aesop:** Online employee absence reporting system.

Additional resources may be available at your school or within your content area.

- Accessible from the “Staff” page at:  
<http://ycjUSD.schoolfusion.us>



# Yucaipa-Calimesa Joint Unified School District



## Responsible Use Agreement for Computer & Internet Use Non-Instructional Staff

Yucaipa-Calimesa Joint Unified School District  
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