



Acceptable Use Policy – AUP

Part 1: Internet Acceptable Use Policy

Purpose

The goals of this policy are to outline appropriate and inappropriate use of Nevada State High School Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and download, and voice communications. Use of these services is subject to the following conditions.

Your Account

Internet access at Nevada State High School is controlled through individual accounts and passwords. Department managers are responsible for defining appropriate Internet access levels for the people in their department and conveying that information to the network administrator.

Each user of the Nevada State High School system is required to read this Internet policy and sign an Internet use agreement prior to receiving an Internet access account and password.

Appropriate Use

Individuals at Nevada State High School are encouraged to use the Internet to further the goals and objectives of Nevada State High School. The types of activities that are encouraged include:

1. Communicating with fellow employees, students, parents, business partners of Nevada State High School, and clients within the context of an individual's assigned responsibilities;
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and
3. Participating in educational or professional development activities.

Inappropriate Use

Individual Internet use will not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at Nevada State High School will comply with all Federal and Nevada State laws, all Nevada State High School policies, and all Nevada State High School contracts. This includes, but is not limited to, the following:

1. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
2. The Internet may not be used in any way that violates Nevada State High School policies, rules, or administrative orders. Use of the Internet in a manner that is not consistent with the mission of Nevada State High School, misrepresents Nevada State High School, or violates any Nevada State High School policy is prohibited.
3. Individuals should limit their personal use of the Internet. Nevada State High School allows limited personal use for communication with family and friends, independent learning, and public service. Nevada State High School prohibits use for mass unsolicited mailings, access for non-employees or students to Nevada State High School resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity unless pre-approved by Nevada State High School, and the dissemination of chain letters.
4. Individuals may not establish company computers as participants in any peer-to-peer network, unless approved by management.
5. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to Nevada State High School or another individual without authorized permission.
6. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
7. Individuals will only use Nevada State High School-approved services or voice communication over the Internet.

Security

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the IT Coordinator to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

Individual Name (print clearly)

Individual Signature

Date

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Nevada State High School. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action according to applicable Nevada State High School policies; and/or
3. Legal action according to applicable laws and contractual agreements.

Monitoring and Filtering

Nevada State High School may monitor any Internet activity occurring on Nevada State High School equipment or accounts. Nevada State High School currently does employ filtering software to limit access to sites on the Internet. If Nevada State High School discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

Nevada State High School assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Nevada State High School is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact Dr. Johnathan Hawk at 702-953-2602 or jhawk@earlycollegenv.com.

Internet Acceptable Use Policy User Agreement

I hereby acknowledge that I have read and understand the Internet and E-mail Acceptable Use Policies of Nevada State High School. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold Nevada State High School and its officers, trustees, employees, and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand arising out of or related to the user's use of Nevada State High School-owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

Part 2: E-mail Acceptable Use Policy

Purpose

E-mail is a critical mechanism for business communications at Nevada State High School. However, use of Nevada State High School's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of Nevada State High School

The objectives of this policy are to outline appropriate and inappropriate use of Nevada State High School's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

Scope

This policy applies to all e-mail systems and services owned by Nevada State High School, all e-mail account users/holders at Nevada State High School (both temporary and permanent), and all company e-mail records.

Account Activation/Termination

E-mail access at Nevada State High School is controlled through individual accounts and passwords. Each user of Nevada State High School's e-mail system is required to read and sign a copy of this E-mail Acceptable Use Policy prior

Individual Name (print clearly)

Individual Signature

Date

to receiving an e-mail access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

All employees of Nevada State High School will receive an e-mail account. E-mail accounts will be granted to third-party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Contractors.
- Students.
- Parents.

Applications for these temporary accounts must be submitted to Dr. Johnathan Hawk, 702-953-2602 or jhawk@earlycollegenv.com. All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement.

E-mail access will be terminated when the employee or third party terminates their association with Nevada State High School, unless other arrangements are made. Nevada State High School is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

General Expectations of End Users

The enterprise often delivers official communications via e-mail. As a result, employees of

Nevada State High School with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important company announcements and updates, as well as for fulfilling business and role-oriented tasks.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current e-mail address changes.

E-mail users are expected to remember that e-mail sent from the company's e-mail accounts reflects on the company. Please comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use

Individuals at Nevada State High School are encouraged to use e-mail to further the goals and objectives of Nevada State High School. The types of activities that are encouraged include:

- Communicating with fellow employees, business partners of Nevada State High School, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Inappropriate Use

Nevada State High School's e-mail systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. e-mailing large attachments instead of pointing to a location on a shared drive). Individual e-mail use will not interfere with others' use and enjoyment of Nevada State High School's e-mail system and services. E-mail use at Nevada State High School will comply with all applicable laws, all Nevada State High School policies, and all Nevada State High School contracts.

The following activities are deemed inappropriate uses of Nevada State High School e-mail systems and services, and are strictly prohibited:

- Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of e-mail in any way that violates Nevada State High School's policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to Nevada State High School or another individual without authorized permission.
- Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 5MB or less.
- Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.

Individual Name (print clearly)

Individual Signature

Date

- Excessive personal use of Nevada State High School e-mail resources. Nevada State High School allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Nevada State High School prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Nevada State High School commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Monitoring and Confidentiality

The e-mail systems and services used at Nevada State High School are owned by the company, and are therefore its property. This gives Nevada State High School the right to monitor any and all e-mail traffic passing through its e-mail system. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the e-mail system, review by the legal team during the e-mail discovery phase of litigation, observation by management in cases of suspected abuse or to monitor employee efficiency.

In addition, archival and backup copies of e-mail messages may exist, despite end-user deletion, in compliance with Nevada State High School's records retention policy. The goals of these backup and archiving procedures are to ensure system reliability, prevent business data loss, meet regulatory and litigation needs, and to provide business intelligence.

Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by company delegates for a variety of management and legal needs. Both backups and archives are governed by the company's document retention policies. These policies indicate that e-mail must be kept for up to seven (7) years.

If Nevada State High School discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her e-mail records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of Nevada State High School become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.

Reporting Misuse

Any allegations of misuse should be promptly reported to Dr. Johnathan Hawk, 702-953-2602 or jhawk@earlycollegenv.com. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.

Disclaimer

Nevada State High School assumes no liability for direct and/or indirect damages arising from the user's use of Nevada State High School's e-mail system and services. Users are solely responsible for the content they disseminate. Nevada State High School is not responsible for any third-party claim, demand, or damage arising out of use the Nevada State High School's e-mail systems or services.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Nevada State High School. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on Nevada State High School's e-mail systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of e-mail access;
2. Disciplinary action according to applicable Nevada State High School policies;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements.

User Agreement

I have read and understand the E-mail and Internet Acceptable Use Policies. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or company policy.

Individual Name (print clearly)

Individual Signature

Date