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ACCEPTABLE USE OF CLIU ELECTRONIC EQUIPMENT POLICY BOARD ADOPTED APRIL 16, 2018

821 ACCEPTABLE USE OF CLIU ELECTRONIC EQUIPMENT POLICY

A. PURPOSE

1. To provide acceptable access and uses of the Carbon Lehigh Intermediate Unit's ("CLIU") computer hardware, network systems, computer software, or electronic equipment.

B. AUTHORITY

1. The Board directs the Management Information Systems ("MIS") Department to provide and maintain CLIU technology resources that facilitate CLIU business.
2. The Board directs the Executive Director and/or his/her designee to implement, carryout, and enforce all provisions of this policy.

C. DEFINITIONS

1. **Technology Resources** means all Electronic Equipment and Computer Hardware, Computer Software, and Authorized Software owned, operated, and/or licensed by the CLIU.
2. **Electronic Equipment and Computer Hardware** includes but is not limited to servers, personal computers, printers, scanners, routers, hubs, storage media tape drives, flash drives, floppy diskettes, diskettes, hard drives, modems, network cards, laptops, cell phones, tablets, and all hardware accessories.
3. **Computer Software** includes but is not limited to all software applications, user accounts, operating systems, network operating systems, and all backup utility software, e-mail, web-sites, firewall, and all software applications purchased and/or authorized for use on CLIU hardware and/or network.
4. **Network** includes but is not limited to CLIU Network, Protocol, IP, IPX, SPX, TCP/IP, NT, UNIX, firewall network licenses, Internet, private public domain, e-mail, web-site, and all network browsers.
5. **Authorized Software** is a software application that has been submitted to and reviewed by the MIS department and deemed to be compatible with current systems and authorized by MIS to be installed, copied, downloaded, loaded, or ran on CLIU electronic equipment, computer hardware, and/or network.
6. **Users** Carbon Lehigh Intermediate Unit Staff Members, students enrolled at Carbon Lehigh Intermediate Unit site locations and any other individual given permission by the Carbon Lehigh Intermediate Unit Executive Director or his/her designee to access the work place CLIU technology resources.

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36 **D. ACCESS TO CLIU TECHNOLOGY RESOURCES**

- 37 1. Access to and/or use of CLIU technology resources is a privilege granted solely to Employees
38 who receive an authorized account or individuals who are provided permission by MIS
39 Department.
40 2. The CLIU reserves the right to disable, revoke, and/or remove user accounts and/or privileges
41 permanently or temporarily.

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43 **E. ACCEPTABLE USE**

- 44 1. An Employee who is provided an authorized account or other individual given permission by a
45 CLIU Administrator is granted access to utilize CLIU technology resources for official CLIU
46 business.
47 2. The Employee or Authorized User's utilization is acceptable as long as it:
48 a. Is performed in a professional and ethical manner as deemed by the CLIU in its absolute
49 discretion;
50 b. Does not violate state or federal law;
51 c. Does not violate Board Policy;
52 d. Does not result in personal use involving significant use of CLIU resources, direct costs, or
53 any interference with the performance of CLIU duties, work, responsibilities, or data
54 communication networks as deemed by the CLIU;
55 e. Does not result in commercial gain, private profit, or local market competition with the CLIU
56 (This includes but is not limited to chain letters, solicitation of business or services, sales of
57 personal property, etc.);
58 f. Does not result in offering or providing goods or services or purchasing goods or services for
59 personal use;
60 g. Does not result in political lobbying, as defined by the state statute covering political
61 lobbying (CLIU Employees may use the system to communicate with their elected
62 representatives and to express their opinion on political issues.);
63 h. Does not result in the sharing of confidential information about students, patients, clients,
64 CLIU staff, and/or CLIU business;
65 i. Does not result in the accessing, creating, displaying, uploading, downloading, copying,
66 sending, storing, transmitting or distributing pornographic, obscene, sexually explicit,
67 abusive, harassing, lewd, offensive or threatening language, images, and/or other materials;
68 j. Does not result in annoying or harassing another;

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- 69 k. Does not result in using another's individual's account or identity;
- 70 l. Does not result in allowing an unauthorized individual to use an assigned account;
- 71 m. Does not result in damage to or destruction of computer hardware or software;
- 72 n. Does not result in copying of software in violation of commercial law;
- 73 o. Does not result in spreading computer viruses;
- 74 p. Does not result in the copying of CLIU forms, policies, guidelines for personal use, personal
75 gain, or commercial use;
- 76 q. Does not result in downloading, loading, installing, copying, running unauthorized software
77 on CLIU hardware and/or network; and/or
- 78 r. Does not result in activity that the CLIU determines in its absolute discretion to be
79 unacceptable or inappropriate.

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81 **F. STATUS OF CLIU TECHNOLOGY RESOURCES**

- 82 1. CLIU technology resources and the files, communications, data, images, material, literature,
83 and/or information accessed, created, displayed, saved, sent, received, downloaded, uploaded,
84 copied, stored, distributed, and/or transmitted using the CLIU technology resources are the
85 property of the CLIU and are not to be considered private. Employees have no property interest
86 or expectation of privacy when accessing or utilizing CLIU technology resources.

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88 **G. USER RESPONSIBILITIES**

- 89 1. A user must report the loss or theft of any CLIU electronic devices and/or equipment
90 immediately to an administrator.
- 91 2. Users must keep electronic equipment in a physically secure location such as not in open view in
92 a vehicle or unattended in public location.

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94 **H. CONSEQUENCES OF VIOLATION OF POLICY**

- 95 1. CLIU reserves the right to view and monitor all applications, files, communications, messages,
96 data, images, material, literature, and/or information that is maintained on CLIU technology
97 resources to ascertain compliance with acceptable use policies. The MIS Department may delete
98 files deemed to be beyond managerial storage levels.
- 99 2. Use of CLIU technology resources for anything other than the permissible use stated in this
100 policy whether through ignorance, negligence, or deliberate disregard, may result in the
101 disciplinary action up to and including termination. In addition, illegal use of CLIU technology
102 resources will be reported to the appropriate legal authorities.