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Employee/User Technology Acceptable Use Guidelines

****Additional Information/Guidelines can be found in the Employee Handbook and HPREC Official Policies-
Signature Acknowledges Understanding of All Information***

I. Purpose

High Plains Regional Education Cooperative (HPREC) provides computing and networking resources to staff and contractors. All access, equipment, and software is the property of HPREC and is provided to users as a privilege. With this privilege comes responsibilities and obligations as defined by HPREC policy and local, state, and federal law. All users must comply with these guidelines.

This document defines High Plains Regional Education Cooperative's (HPREC) procedures for the acceptable use of computing resources by all users. The following guidelines are intended to supplement existing laws, agreements, and regulations.

II. Privacy

HPREC promotes ethical, lawful, and efficient use of technology and computing resources.

All HPREC technology users will preserve the privacy information belonging to individuals that is accessed and/or stored using HPREC computing resources. Users agree not to acquire, modify, distribute, or delete any information belonging to another individual without explicit permission.

All users recognize that HPREC is subject to the Family Education Rights and Protection Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the Children's Internet Protection Act (CIPA).

III. Appropriate Usage

HPREC users agree to the following terms for appropriate usage.

- a. The user acknowledges that all aspects of technology provided are for the sole purpose of job performance. All usage and access to information must be related to the execution of the employee's job duties.
- b. The user agrees that technology will not be used to generate or receive materials or correspondence that can be construed as fraudulent, obscene, indecent, illegal, profane or intimidating.

- c. The user agrees to comply with copyright and licensing laws.
- d. The user agrees to protect all technology by refraining from inappropriate downloading, assuring that filters are updated, closing browsers, and disconnecting when technology is not in use.
- e. The user understands that all information (including email) and usage is of public record to HPREC and may be reviewed by the Executive Director.
- f. The user will protect licenses, passwords, and access (not to be shared).
- g. Users must gain permission from HPREC to load privately owned software.
- h. Primary data backup is the user's responsibility and HPREC assumes no responsibility for loss via intentional or unintentional means.
- i. All users are responsible for reporting breaches and possible breaches of security to the Executive Director

IV. Termination

HPREC reserves the right to terminate or limit the network connectivity of any user whose online activities are deemed detrimental to the health of the network

Users who violate these guidelines may be subject to discipline, including up to termination.

The user understands that illegal activities will be reported to the proper authorities.

I have read and understand HPREC's guidelines for acceptable use of computing/technology resources. I agree to abide by these guidelines. I further understand that any violation of these terms and conditions may result in disciplinary action, termination of employment, and/or appropriate legal action.

Employee/User Signature & Date

Human Resources Representative Signature & Date