# UTILIZATION OF THE DISTRICT'S WEBSITE AND REMOTE ACCESS TO THE DISTRICT'S NETWORK

**The Board encourages employees, parents, students, and community members to check the District's website regularly for changes and additions to resources. Some resources may require a user name and password, or a login procedure due to the personally identifiable nature of the information provided through that resource (e.g., the gradebook program and e-mail system).**

**Board members, district employees, students, as well as contractors, vendors, and agents of the District, are permitted to use their personally-owned or District-owned computers or workstations and/or web-enabled devices of any type to remotely (i.e. away from District property and facilities) access the District's server and thereby connect to the District's Network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources and completing assigned coursework.**

**Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:**

**A.** **his/her device computer/device must have, at the minimum current anti-virus software for remote access and connection**

**B.** **the individual may only access the Network using his/her assigned user name and password**

**The individual must not allow other persons, including family members, to use his/her user name and password to login into the Network. The user may not go beyond his/her authorized access.**

**C.** **use of the Network is contingent upon the individual abiding by the terms and conditions of the District's Network and Internet Acceptable Use and Safety policy and guidelines**

**Users may be required to sign the applicable agreement form (Form 7540.03 F1 or Form 7540.04 F1) prior to being permitted to use remote access.**

**Additional standards and regulations for remotely accessing and connecting to the District network shall be developed and published in AG 7543 - Standards and Regulations for Remote Access and Connection.**

**Any user who violates this policy may be denied remote access and connection privileges.**

**Any employee who violates this policy may be disciplined, up to and including termination; any contractor, vendor, or agent who violates this policy may have his/her contract with the District terminated; and any student who violates this policy may be disciplined up to and including suspension or expulsion.**

**Adopted:**