

## **Technology Acceptable Use and Security Policy Non-Employee**

This Technology Acceptable Use and Security Policy (“AUP” or “policy”) applies to any person or entity (“User”) granted access to or use of the San Francisco Unified District (SFUSD) computer network and facilities. To gain access to SFUSD computers, facilities, network, software applications, and the Internet, Users must review and agree to abide by the terms of this SFUSD Technology Acceptable Use and Security Policy.

### **1. Educational and Business Objectives**

District computers, networks, software applications, electronic mail, voice mail and other computer, electronic and telecommunication technologies and facilities are to be used solely for SFUSD business and educational purposes.

### **2. SFUSD Property**

All technology devices, software, and equipment configurations are owned by the SFUSD. All files stored on SFUSD equipment and back-up devices are considered to be property of the SFUSD, and materials developed by individuals in the course of carrying out their professional responsibilities to the District shall be the property of SFUSD, unless otherwise contractually agreed. All equipment, software and business files must be returned immediately upon termination of the relationship with SFUSD.

### **3. Use is a Privilege**

Use of the SFUSD’s computing and networking resources is a privilege. The SFUSD and the individual schools reserve the right to restrict or terminate network and Internet access at any time.

### **4. No Expectation of Privacy**

Users of the SFUSD computer network system (including, but not limited to, email and the Internet) have no explicit or implicit expectation of privacy.

### **5. Confidentiality of Information**

Technology may provide access to information which is confidential. SFUSD requires that all individuals maintain absolute confidentiality in all electronic student, employee, and application matters. Access to confidential information REGARDING SFUSD STAFF OR STUDENTS is authorized ONLY when individuals have a legitimate business or educational need to access the information to fulfill his or her professional responsibility, and for which they have been explicitly authorized to access.

### **6. Liability**

The SFUSD makes no assurances of any kind, expressed or implied, regarding any computer or Internet services provided.

### **7. Security and Passwords**



**Department of Technology**  
555 Franklin Street, Room 1  
San Francisco, CA 94102  
(415) 241-6476  
[help.sfusd.edu](http://help.sfusd.edu)

A User in whose name a network account is issued is responsible at all times for its proper use, and such User shall access the system only under the SFUSD account that has been assigned to them. Passwords must never be shared. To share a User ID and/or password exposes the authorized User to responsibility for actions the other party takes with the User ID and password. Users must take reasonable steps to ensure the security/privacy of their passwords, including changing the password periodically, selecting a password that is complex and known only to the User, and never displaying the password in a public place. The User must also use the district-provided multi-factor authentication tool and protocol to access the assigned SFUSD account.

#### **8. Appropriate Behavior**

Individuals are responsible for appropriate behavior on the SFUSD's computers, business systems, network, and the Internet, and must adhere to all relevant federal, state, and local laws, as well as SFUSD policies, regulation and procedures. Users who disregard these requirements and guidelines may have their privileges suspended or revoked, and appropriate legal or disciplinary action taken against them. Users granted access to the network through the SFUSD's computers assume personal responsibility and liability, both civil and criminal, for uses of the network not authorized by this AUP and the SFUSD's guidelines. The SFUSD does not sanction any use of its computer systems or the internet that is not authorized by or conducted strictly in compliance with this policy. The SFUSD retains the right to remove from its information systems any material it views as offensive or potentially illegal.

#### **9. Enforcement**

Any violation of this AUP may be cause for restriction or revocation of network access privileges. In addition, the User shall be responsible for incidental and consequential damages resulting in whole or in part from the violation(s). Nothing in this AUP shall constitute a waiver or limitation of any rights, which the SFUSD may have under applicable law.

Detailed information and signatures required on following pages.

Keep a copy of this document for your records.



**Technology Acceptable Use and Security Policy for Non-Employee**  
 (To be completed by the non-employee requesting access)

**FILL IN ALL REQUESTED INFORMATION AND SIGN BELOW IF YOU AGREE TO THE FOLLOWING STATEMENTS:**

- I have read, understand, and agree to the SFUSD Technology Acceptable Use and Security Policy.
- I agree to follow all of the rules contained in this SFUSD Technology Acceptable Use and Security Policy.
- I understand that if I violate the rules, my account can be terminated, my access to computers revoked, and I may be responsible for incidental and consequential damages resulting in whole or in part from the violation(s).
- I understand that Internet sites are filtered and that my SFUSD email account and Internet use, as well as any other uses of the system(s) or files on the system(s), may be monitored by the SFUSD.
- I hereby release the SFUSD, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the SFUSD's network and system(s), including but not limited to claims that may arise from the unauthorized use of the system.

**USER/REQUESTER INFORMATION REQUIRED**

<b>Print Name of Requester/User</b>			
<b>Organization Name or Affiliation with School or SFUSD</b>			
<b>Sponsoring School/Department (School or Department Requester/User Will Work With)</b>			
<b>Requester/User Contact Information</b>	Phone:	Email:	
	Mailing Address:		
<b>Signature of Requester/User</b>		<b>Date Signed</b>	



**Request for Technology Access for Non-Employee**  
 (To be completed by an SFUSD employee)

Non-employees may be granted access to SFUSD technologies, including the SFUSD network, email, website, and/or systems/databases with the approval of an SFUSD School-Site Administrator or District Office Department Leader and the Technology Services Officer. **Generally, this access will be granted only when a Board of Education approved contract or memorandum of understanding (MOU) that includes language on confidentiality of SFUSD information has been executed.** However, limited access may be granted to individuals who are assisting SFUSD schools or departments with work that is deemed not to present a serious risk. **All non-employees who are granted an SFUSD external account must use SFUSD’s designed multi-factor authentication tool.** If any device is required for the use of multi-factor authentication, it is the responsibility of the non-employee’s organization to provide the device.

**Responsible SFUSD Employee**

Each request for non-employee access must be associated with an SFUSD employee. This employee is responsible for requesting the level of access required, supervising the work of the non-employee, and addressing any misuse of SFUSD the access. **All external accounts for non-employees will be deactivated on the last day of the fiscal year, unless an earlier date is provided. In order for an account to remain active, an updated AUP and MOU must be submitted to the DoT Help Desk at least two weeks prior to the end of the fiscal year (June 30).** It is the responsibility of the Responsible SFUSD Employee to notify the SFUSD DoT Help Desk when access to the account is no longer required and/or to initiate the maintenance of active accounts across fiscal years, including obtaining all required documentation. In the event that the responsible SFUSD employee is no longer an employee of SFUSD, access will be terminated until new forms are submitted identifying a replacement responsible SFUSD employee.

<b>Responsible SFUSD Employee Name</b>		<b>SFUSD Employee ID#</b>	
<b>SFUSD Job Title/Position</b>		<b>Work Phone</b>	
<b>School/ Department Name</b>		<b>SFUSD Email</b>	@sfusd.edu

**Non-Employee Requiring Access**

Provide the name and contact information for the individual who requires access. Indicate the relationship to SFUSD (Contractor, Vendor, Consultant, Parent, CBO, Volunteer, etc.)

<b>Print Name of Non-Employee Requester/User</b>	<b>Relationship to SFUSD</b>	<b>Contact Information (Telephone &amp; Email)</b>

**Contract/MOU Agreement Information**

<b>Type of Agreement (Contract or MOU)</b>	<b>Organization or Individual Named in Contract or MOU</b>	<b>BoE Approval Date MOU/PO</b>	<b>PO# or BoE Resolution No.</b>



**Requested Action** (Check one)

- This is a request for a **new** access account.
- This is a request to renew/extend a current account or reactivate an account used in the past.  
 Provide the current or prior account username here:

**Requested Access Duration** (Indicate start and end dates)

<b>From</b>		<b>To</b>	
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Access expires at the end of the fiscal year (the last business day in June) unless an earlier date is specified

**General Access**

- SFUSD network/domain log-in (required for wifi access and basic computing)
- SFUSD Email/Google Account
- File Server (must indicate server name/location/shares): \_\_\_\_\_
- Other: \_\_\_\_\_

**Describe how the access will be used to meet educational goals or SFUSD business purposes**

**Responsible SFUSD Employee Affirmation and Authorization**

I understand that I am responsible for monitoring the use of access of the non-employee included on this form. I further understand that I am responsible for any breach of confidentiality or other misuse related to the access provided. I will immediately notify the Department of Technology by calling 415-241-6476 if misuse is suspected and/or when the requested access is no longer required.

<b>Responsible SFUSD Employee Signature</b>		<b>Date Signed</b>	
<b>School-Site Administrator or Department Head Name</b>		<b>Date Signed</b>	
<b>School-Site Administrator or Department Head Approval Signature</b>			

**Department of Technology Use**

<b>Technology Services Officer Approval Signature</b>		<b>Date Signed</b>	
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Submit completed **pages 3 through 5** by attaching this AUP to a service request ticket at [help.sfusd.edu](http://help.sfusd.edu) or use your SFUSD email to send this AUP to [help@sfusd.edu](mailto:help@sfusd.edu).

**Do not use scan-to-email directly from multi-function copier/printer, it will not be delivered.**