



Department of Technology
555 Franklin Street, Room 1
San Francisco, CA 94102

Telephone (415) 241-6476

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

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 account number that has been assigned to him/her. 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.

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.



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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 as described above.
- 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 computer system(s), including but not limited to claims that may arise from the unauthorized use of the system.

USER/REQUESTER INFORMATION REQUIRED

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



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 system, web site, and/or databases with the approval of an SFUSD School-Site Administrator or District Office Department Chief/Executive Director and the Chief Technology 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.

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. He/she must also inform the SFUSD Department of Technology when the access is no longer required. 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.

Responsible SFUSD Employee Name		SFUSD Employee ID#	
SFUSD Job Title/Position		Work Phone	
School Name or Department		SFUSD Email	@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.)

Print Name of Non-Employee Requester/User	Relationship to SFUSD	Contact Information (Telephone or Email)

Contract/MOU Agreement Information

Type of Agreement (Contract or MOU)	Organization or Individual Named in Contract or MOU	Date of Board of Ed. Approval or MOU Execution	Board of Ed. Authorization #

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)

From	/	/		To	/	/
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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 logon (required for wifi access and basic computing)
- SFUSD Email 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.

Responsible SFUSD Employee Signature		Date Signed	
Print School-Site Administrator or Department Chief/Executive Director Name		Date Signed	
School-Site Administrator or Department Chief/Executive Director Approval Signature			

Department of Technology Use

Chief Technology Officer Approval Signature		Date Signed	
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Submit completed **pages 3 through 5** by attaching this AUP to a service request ticket at help.sfud.edu or use your SFUSD email to send this AUP to help@sfusd.edu.

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