



RIDGEVIEW CUSD #19

ACCEPTABLE USE POLICY

Privileges

Employees of Ridgeview School District #19 have the privilege to access the district's computer equipment, including its computer networks, the Internet, and electronic mail (e-mail). These electronic resources are intended to facilitate educational growth, information gathering skills, and communication skills. Employees have the privilege to use any district computer resources approved for retrieving information, including the Internet. Because the computer equipment is the property of the school district, each employee has the responsibility to ensure that all of their communication is appropriate and not offensive or embarrassing to the school district.

Responsibilities of Employees (Users)

- Users are responsible for all material they create, store, or willingly retrieve on district computer equipment.
- Users are expected to exercise responsible practices and are not to give their computer account information or passwords to anyone.
- Users are not to distribute any information that would allow unauthorized users access to the district network.
- Users will not use any district computer equipment for which they are not authorized.
- Users are responsible for all material they willingly access or retrieve via the Internet.
- Users should not install, load, and/or use unauthorized copyrighted software of any kind on any district computer equipment unless approved.
- Users are responsible for all e-mail they send or solicit under their user account.
- Users are responsible for making only contacts on the Internet that are educationally relevant or relevant to their job functions.
- Users' e-mail accessed through school district computer equipment is not private.
- Users agree that all file transfers, including e-mail attachments and files accessed from the World Wide Web, may be reviewed by the district.

Artificial Intelligence (AI) Use for Employees (Users)

The use of Artificial Intelligence (AI) tools, including generative AI applications (e.g., large language models, image generators, coding assistants), is subject to all existing provisions within this Acceptable Use Policy. Employees using AI tools must adhere to the following responsibilities:

- **Data Confidentiality and Privacy:** Employees **will not** input or upload any Personally Identifiable Information (PII), confidential student data, protected employee data, or sensitive district operational data into any third-party or unapproved AI tool.

- **Verification and Accountability:** Employees are fully responsible for all material generated by an AI tool and subsequently used, shared, or presented in a professional or educational capacity. AI output must be reviewed for accuracy, bias, and appropriateness before use.
- **Educational and Job Relevance:** AI tools will only be used for purposes that are educationally relevant or directly relevant to the employee's job functions.
- **Prohibited Activities:** Employees **will not** use AI tools to generate, distribute, or access any content that is obscene, sexually explicit, illegal, or damaging to the district network or reputation. This includes, but is not limited to, generating pornography or creating malware.
- **Authorized Software:** Employees should utilize only **district-approved** AI applications for official tasks whenever a district-vetted alternative is available. The use of unauthorized AI software products on district equipment is prohibited.
- **Intellectual Property (IP):** Employees must be mindful of copyright and licensing terms when using AI-generated content. Employees are responsible for ensuring that their use of AI-generated content does not violate the intellectual property rights of others.

Employees should not use school district computer equipment or the Internet to do the following:

- Engage in any product promotion, political lobbying, or illegal activities.
- Access, download, or distribute pornography, or any obscene or sexually explicit materials.
- Break into or attempt to break into any other computer network.
- Damage/attempt to damage, move, or remove software, files, or data belonging to other users.
- Use unauthorized software products.
- Create, distribute, or share computer viruses; or maliciously attempt to harm or destroy data.

By signing below, I agree to abide by the Ridgeview School District Acceptable Use Policy.

Employee Name (*please print*) _____ Date: _____

Employee Signature: _____