

Da Vinci Schools

RUP – Staff Acknowledgement and Compliance Form



Introduction:

Because technology is constantly changing the way information is accessed, communicated and transferred, Da Vinci understands new learning opportunities are being continuously created. To that end, Da Vinci Schools Information Technology Resources “Respectable Use Policy” (RUP) was created: to provide and maintain the best possible learning environment for both Da Vinci students and staff.

Respectable Use Policy (RUP):

“Da Vinci Schools promote the responsible use of all its resources: be them human, physical, logical, or digital. To that end, all data contained in any Da Vinci owned or controlled information system is the property of Da Vinci Schools and exists expressly for the purpose of educational use and legitimate Da Vinci-related business. Any other use or release of this data is prohibited.

By using any of these systems, users agree they will comply with this policy.

Misuse of these systems or the data contained in them may subject employees and students to Da Vinci disciplinary actions or prosecution consistent with the California Penal Code section 502. Da Vinci Schools reserve the right to revoke the access to any and all data or information system.”

Compliance:

As pivotal members of the Da Vinci learning community, staff is expected to not only comply with Da Vinci’s RUP, but to also help preserve our technology resources by reporting any misuse of Da Vinci’s information systems to their supervisor, IT personnel, principal, or the Executive Director. It is only through the collaboration of all that we will successfully achieve our goal of providing the best possible educational technology environment for students and staff.

Important Information:

- ✓ Da Vinci Schools is CIPA (Children’s Internet Protection Act) compliant. Da Vinci employs considerable measures to ensure an Internet safety policy and other technology protection measures are in place – and are effective.
- ✓ Da Vinci Schools continue to deploy significant resources to ensure all users have adequate technology support. Should you need IT support for any Da Vinci-related work, please do not hesitate to contact us. Requests are answered in terms of overall urgency (as assigned by the IT Team), and the order they were received.

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(cont'd)

E-Mail Use Policy:

Because e-mail plays such an important role in conducting business, and because messages sent out through Da Vinci Schools' servers or with a Da Vinci Schools' e-mail address may be viewed as a reflection of Da Vinci Schools, e-mail etiquette and usage bear special consideration. Please pay close attention to Da Vinci Schools' E-mail Use Policy as it helps us ensure the best use of all our resources (human, physical, logical or digital).

Further Clarifications:

Although already implicit in Da Vinci Schools' RUP and E-Mail Use Policy, below are some examples of resource usage that fall outside Da Vinci Schools best practices. The use of Da Vinci Schools resources is therefore prohibited for:

- illegal activity, including copyright infringement, violation of contracts, or violation of any federal or state law;
- private financial or commercial gain or for private or commercial advertising;
- political lobbying, campaigning or advertising;
- invading the privacy of individuals or sharing personal data regarding students or Da Vinci Schools personnel, such as street address, phone number, home email address or photographs;
- transmitting information to students or parents/guardians of students on matters unrelated to the student's education;
- transmitting images or text that are obscene, pornographic, inflammatory, harassing, threatening, degrading, or harmful to others;
- transmitting material that plagiarizes another's work;
- transmitting information that harasses or disparages others based on their race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs; and
- for transmitting false or unverified statements about others – among others.

Violations may result in a loss of access as well as other disciplinary or legal actions.

User Acknowledgement

As a user of Da Vinci Schools information systems, I understand I must comply with Da Vinci Schools' Respectable User Policy, E-mail Procedures, and honor all relevant laws. I agree to use the network and systems responsibly and grant permission to have my materials published to the World Wide Web.

Signature: _____ Date: _____

Remember: use of any Da Vinci information system equates to compliance to all Da Vinci IT policies and procedures.