



The SEED School of Maryland

THE SEED SCHOOL OF MARYLAND

JULY 1, 2023

TO: ALL SEED MARYLAND STAFF

FROM: INFORMATION TECHNOLOGY DEPARTMENT

SUBJECT: ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY (AUP)

Overview

The SEED School of Maryland's information technology consists of various hardware and software components, which may be stand-alone components or subsets of a system. These components, whether as a stand-alone component or as a subset, are installed or issued to employees/end users to support The SEED School of Maryland's mission of educating students and preparing them for college.

This Acceptable Use Policy (AUP) applies to all employees/end users of The SEED School of Maryland and serves as the authority for what is deemed acceptable with regards to the use of The SEED School of Maryland's information technology (IT) within The SEED School of Maryland community.

Modifications

Modifications to school information technology are prohibited without prior approval from The SEED School of Maryland's Information Technology department. Modifications are:

- Adding software to school technology
- Removing software from school technology
- Adding peripheral devices to school technology
- Removing peripheral devices or parts from school technology
- Permanently altering the physical appearance of school technology
- Uninstalling technology installed by the IT department
- Installing personal technology (i.e., trying to connect an Internet Protocol (IP) enabled device to the school network)
- Moving technology installed by the IT department from one location to another location
- Changing device configurations/settings



The SEED School of Maryland

Acceptable Use of Information Technology (Continued)

Loss/Theft

Technology issued to end users, remains the property of The SEED School of Maryland, but it is the end users responsibility to safeguard any issued technology and to return it in the conditioned it was issued - less normal wear and tear. Normal wear and tear is physical degradation consistent with normal use by most users.

Technology issued to end users is recorded in an electronic database and has a due date and the cost of that technology. Any technology not returned to The SEED School of Maryland's IT Department on or before the due date is considered lost and the end users technology balance, the cost of the respective technology, will be forwarded to finance for repayment consideration.

End users that report technology issued to them as stolen, must submit a police report within 7 days or the issued technology will be deemed as lost and any actions taken by the IT Department will be those of technology that is lost. Replacement technology will not be issued to users who have lost equipment until the cost of the lost equipment has been reconciled with the school's finance department.

Personal Use

Though The SEED School of Maryland's information technology is implemented for school/business use, end users are not prohibited from using school technology for personal use provided the personal use:

- Has no financial impact on the school (i.e., it does not cost the school anything)
- Does not negatively impact the employee's job performance
- Does not negatively impact school systems (i.e., slows school's Internet bandwidth)
- Does not negatively impact technology configurations set for school functions
- Does not require IT Department assistance

Electronic Communication/Internet Use

SEED Employees are expected to abide by the guidelines set forth in the Staff Handbook with regards to email communication and Internet usage.

Acknowledgement

I have read and understand The SEED School of Maryland's Staff Acceptable Use Policy (AUP) and agree to abide by the terms and conditions set forth in this policy.

Printed Name (Last, First)	Signature	Date