

# **Anchorage School District**

## **Acceptable Remote Computer Access Guideline**

### **Introduction**

The Anchorage School District (ASD) promotes an open, cooperative exchange of ideas. A 'digital' district must also educate its students, faculty and staff about how computer abuse can interfere with the exchange of ideas that is integral to learning. We are all responsible for the well being of the computing network and information resources that we use.

### **Purpose**

In accordance with the mission of the Anchorage School District, students and staff should use the ASD network and communication resources in a responsible, ethical, respectful and legal manner. Users of the ASD network assume responsibility for understanding our email procedures and internet guidelines and are expected to respect the privacy of our other users. These requirements for appropriate use apply to all computer usage, including networking through a remote access connection.

Use of the ASD network that conflicts with these procedures and guidelines may result in loss of access, as well as other disciplinary or legal action.

### **Remote Application Use**

- When practical an attempt will be made to contact the user(s) prior to establishing a remote access connection. Failure to contact the user(s) in advance will not be grounds to prevent the remote session from taking place.
- An observation ICON may be present on the screen to show the user(s) that a remote connection session is active.
- When practical the user(s) shall be notified when the remote session has been terminated.

### **Privacy**

ASD employees must be aware that information accessed, created, sent, received, or stored on the computer is not private. While ASD respects the privacy of users and does not have a practice of monitoring or reviewing computers and electronic information, ASD reserves the right to do so for any reason. ASD may monitor and review activity in order to analyze the use of systems, monitor compliance with policies, conduct audits, or obtain information for other reasons with authorization from the Chief Information Officer. Furthermore, ASD reserves the right to disclose any electronic message to law enforcement officials, the public, or other third parties.