

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG



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**WYOMING DEPARTMENT OF EDUCATION ACCEPTABLE USE AGREEMENT
FOR DIRECTORY SERVICES AND APPLICATIONS**

The Wyoming Department of Education (WDE) recognizes the value of providing district, accredited institution and post-secondary access to its systems and applications to improve student outcomes. To this end, the WDE Data Governance team encourages the responsible use of computers, computer accounts, applications, and other electronic resources in support of the mission and goals of the WDE and its stakeholders.

The WDE Data Governance Team adopts this policy governing the voluntary use of its applications and directory services in order to provide guidance to individuals and groups obtaining access to these resources on WDE owned equipment or through WDE affiliated organizations.

WDE Rights and Responsibilities

It is the policy of the WDE to maintain an environment that promotes ethical and responsible conduct in all online activities. It shall be a violation of this policy for any individual to engage in any activity that does not conform to the established purpose and general rules and policies of the agreement. Within this general policy, the WDE recognizes its legal and ethical obligation to protect the security of personally identifiable data. To this end, the WDE retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to WDE-owned equipment and, specifically, to exclude those who do not abide by the WDE's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. WDE reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to users in acceptable use and policies governing online communications.

Directory Administrator Responsibilities

1. Directory Administrators who supervise staff accounts in the WDE directory shall make reasonable efforts to monitor the exercise of privileges associated with these accounts to assure that it conforms to the agreement.
2. Directory Administrators should make reasonable efforts to ensure their organization's users responsibly access WDE applications and ensure that access is properly scoped and removed when not needed.
3. Directory Administrators must report any instances of misuse or violation of this agreement to the WDE Information Security Officer.

Application User Responsibilities

1. Use of the electronic data provided by the WDE is a privilege that offers a wealth of information and resources. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
2. Users must report any weaknesses in WDE computer security to the WDE Information Security Officer. Weaknesses include unexpected software behavior which may result in unintentional disclosure of information or exposure to security threats.
3. Legitimate exchange of personally identifiable data must be anonymized or disseminated through an encrypted channel.
4. Users must take reasonable precautions with locally stored information extracted from WDE applications to ensure security of confidential data.

Acceptable Use

1. All use of WDE applications must be in support of educational objectives consistent with the mission and objectives of the WDE.
2. Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Directory accounts are to be used only by the authorized owner of the account for the authorized purpose. Login credentials are tied to an individual and not to be shared.
4. All communications and information accessible via WDE applications should be assumed to be confidential and not shared with the public.
5. From time to time, the WDE will make determinations on whether specific uses of its directory services are consistent with the acceptable use practice.
6. When leaving your workstation either log out of the application or lock your computer.

Unacceptable Use

1. Giving out or accessing personal information about individuals for non-work related reasons is strictly prohibited.
2. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on WDE applications.
3. Use of WDE applications to upload or process inappropriate files is prohibited.
4. Downloading, copying, otherwise duplicating, and/or distributing confidential materials with the public is prohibited.
5. Use of WDE applications for any unlawful purpose is prohibited.

Disclaimer

1. The WDE cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The WDE will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The WDE makes no warranties (expressed or implied) with respect to:
 - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The WDE reserves the right to change its policies and rules at any time.

I have read, understand, and will abide by the above Acceptable Use Agreement when using applications and other electronic resources owned or operated by the WDE. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges to WDE applications may be revoked.