Cincinnati CITY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURES

Procedure Name ***Employee Acceptable Use Policy (AUP) Procedures***	
Procedure No. 7540-04-01	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540.04 "Employee Network and Internet Acceptable Use Policy"	Last Reviewed: 6/1/18

1. Background

> *Describe relevant background to the implementation of the policy.*
> In compliance with Board policy 7540.04 "Employee Network and Internet Acceptable Use Policy", the following administrative procedures have been developed by the ITM Department. These procedures will ensure that all employees and contractors are aware of and acknowledge the proper use of technological resources, including network and internet use, and that CPS assets, infrastructure, networks, hardware and software are protected.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone:	Cell phone:
Describe responsibilities: *To ensure employees and contractors digitally sign the AUP.*	

3. Action Steps

> *Describe the action steps relevant to the implementation of the policy.*
>
> 1. *Upon initial hiring, employees sign a paper copy of the Acceptable Use Policy (AUP) as part of their HR onboarding process. This copy is filed in their HR file.*
> 2. *Every two years, ITM initiates renewal of the AUP acknowledgement by emailing to all employees an explanation of the purpose of the AUP and a link to digitally sign the AUP.*
> 3. *Employees review and digitally sign the AUP.*
> 4. *ITM sends AUP completion reports to the senior leadership to ensure all employees digitally complete the form.*

> 5. *Employees who have not signed the AUP form by the deadline will have all network and system accounts de-activated until they time they sign the AUP.*

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Employee Acceptable Use Policy Form	*Employee AUP Form*	
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.