



UTAH STATE BOARD OF EDUCATION

Best Practice Acceptable Use Policy Form

The 2010 Legislature Session, SB 2 Minimum School Program and Public Education Budget Amendments enacted that "Legislature intends that the State Board of Education develop a plan to create a website where best practices and studies of school districts and charter schools [LEAs] may be posted for the purposes of facilitating and encouraging innovation, cost-savings, and productivity."

Best practice items posted on the Utah State Board of Education (USBE) website shall support the [Utah State Board of Education Strategic Plan](#). Information included shall be for the benefit and advancement of K-12 public education in Utah. Only proprietary information that cannot be provided using non-proprietary means shall be considered, but will be required to be reviewed and approved by the designated USBE best practice committee, before being posted on the website. Whenever possible information included shall be researched-based best practices.

School District or Charter School: _____ Date: _____

Proposed Best Practice Description: _____

Describe why this should be posted in the USBE website, including how this supports the Board's Strategic Plan:

- I verify that the information being request to be posted has been legally obtained, and **does not violate any local, state, or federal laws and/or ethics.**
- I verify that the information being requested to be posted does **not violate any Infringement of Intellectual Property Rights**, or violate any software license agreements or other contractual arrangements relating to the use of copyrighted information.
- I verify that the information being requested to be posted **does not violate any Commercial Use**, including any use for commercial purposes or activities resulting in personal financial gain, including product advertisements.
- I verify that the information being requested to be posted is **not for personal use**, including; any use for personal reasons, including personal gain, on a more than incidental basis or for mass distribution of any manner.
- I verify that the information being requested to be posted **does not contain offensive or harassing material**, including; any use of material which may be deemed vulgar, sexually explicit or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, or political or religious beliefs.
- I verify that the information being requested to be posted is **not for religious or political lobbying.**
- I verify that the information being requested to be posted does **will not pose as a security violation to the USBE computer system**, including; any action which threatens the security of agency resources, including but not limited to such actions as: giving your password to another person; accessing accounts for which you are not authorized; or spreading computer viruses.
- I verify that the information being requested to be posted **does not contain any confidential information.** Understanding that transmitting information classified as other than "public" under the [Government Records Access and Management Act](#) without proper security; or violating the privacy of others by reading e-mail or other private communications (unless you are specifically authorized to support communication systems) may be punishable.
- I verify that the information being requested to be posted **would not be considered 'unnecessary use,'** including; otherwise appropriate use which intentionally wastes resources or disrupts performance by excessively consuming operating time, storage, paper, etc.
- I understand that **any violation of this agreement will be grounds for information being removed from the USBE 'Best Practices' website, and may be grounds for termination of use privileges, disciplinary action, and/or legal action, against you and/or your school district or charter school.**
 - I am requesting information be posted which **is proprietary** and I am including the information outlining this; **or**
 - The information I am requesting be posted on the USBE website is **not proprietary.**

Please note: any supporting documentation assisting the committee to understand why this information should be considered to be posted on the USBE website for best practices and studies of LEAs is encouraged.

Name of Requestor (please print)

Name of Approving District/Charter Administrative Designee

Position of Requestor (please print)

Position of Approving District/Charter Administrative Designee