

Acceptable Computer System Use Policy For Employees Of Eula Independent School District

All use of the Eula Independent School District's computer system shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CDROM devices, tape drives, servers, mainframe and personal computers, the Internet and any other internal or external network.

Computer System Use Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be: 1) for the purposes of education or research and be consistent with the educational objectives of the Division. 2) for legitimate school business.

2. **Privilege.** The use of the District's computer system is a privilege not a right.

3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
- Sending, receiving, viewing or downloading illegal material via the computer system.
- Unauthorized downloading of software.
- Downloading copyrighted material for unauthorized use.
- Using the computer system for private financial or commercial gain.
- Wastefully using resources, such as file space or printing personal material.
- Gaining unauthorized access to resources or entities.
- Posting **material authorized or created** by another without his or her consent.
- Using the computer system for commercial or private advertising.
- Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal, sexual or other inappropriate material.
- Using the computer system while access privileges are suspended or revoked.
- Vandalizing the computer system, including destroying data or by creating or spreading viruses or by any other means.
- Saving data to a location other than the users own hard drive or assigned network drive without authorization.
- Installing software not approved and purchased by the school district.

4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette including the following:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.

- Use appropriate language; the use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information about themselves or others without prior consent.
- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download files that are not essential for educational advancement.
- Users shall not use the computer system to disrupt others.
- Users shall not read, modify or delete data owned by others.

5. **Liability.** The District makes no warranties for the computer system it provides. The District shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The District denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the District for any losses, costs or damages incurred by the District relating to or arising out of any violation of these procedures.

6. **Security.** Computer system security is a high priority for the District. If any user identifies a security problem, whether by student or staff member, the user shall notify the system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures. Users may not use any logins except as assigned to them.

7. **Vandalism.** Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

8. **Charges.** The District assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. **Electronic Mail.** The District's electronic mail system is owned and controlled by the District. The District may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private and may be **monitored** and accessed by the District. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. **Enforcement.** Monitoring information on the District's computer system will enforce this procedure and the policy it supports. To protect students, software is installed on the computer system that blocks obscene/illegal material as well as material that may be harmful to juveniles.

11. **Responsibilities of School Staff and Standards for Technology Use.**

- Staff members assigning or permitting Internet use will seek to prevent access by students to material that the District deems to be harmful to juveniles. While the District uses a content filter, it is impossible to control all material student's will have access to.
- Staff members assigning student Internet use will recommend safe search strategies and resources which meet the curricular needs of the assignment and the development level of the student.
- Staff members assigning or permitting Internet use will provide or arrange for instruction in acceptable use of the Internet based on materials provided by the Department of Technology.

Topics to be addressed include:

- a) Content of the Student AUP
- b) Generally accepted rules of network etiquette and safety
- c) Copyright guidelines

- d) Respect for use of time and resources
 - e) Evaluating sites for appropriateness and validity
 - f) Discrimination among types of information sources and assessing the appropriateness of using the Internet as a resource for a specific learning activity.
- All staff members have the opportunity to publish Internet home pages facilitated by the Department of Technology. Home pages must adhere to all applicable District Web Page guidelines.
 - Staff members may not abuse their access to technology systems. Abuse may consist of either excessive or unacceptable use. Generally, a use is unacceptable if it conflicts with the District's purpose, goal, or mission or with an employee's authorized job duties or responsibilities.
 - No staff member shall load **any** software to the computer system. The purchase of all software and hardware must be done through the Department of Technology. The Department of Technology will require educational justification for any software or hardware at the time of the request.
 - Students may not use a staff members' email account. Class accounts may be requested and used by students under the direct supervision of the person to whom the account was issued. Teachers must apply for a class account by submitting such request to the Department of Technology.
 - Staff shall report any incident of harassment or any other unauthorized or inappropriate use of technology encountered over District computer resources to the building or department administrator who will report it to the Technology Coordinator.
 - Staff will be diligent in the protection of student privacy. Electronic grade books and attendance will be concealed from student's view at all times. Under no circumstances will a student "assist" any staff member with permanent record keeping.
 - Attendance will be done each day using the electronic attendance system. School secretaries will print a report that will be posted daily at 3 PM of those staff members who have not completed their attendance for the day and forward a copy to the respective campus principal.

12. **Technology Integration**

It is expected that employees will incorporate the use of technologies appropriately on a regular basis throughout the curricula. It is also expected that employees are constantly aware of what students are doing while using various technologies while under your supervision.

13. **Internet Web Site Management**

All use of the District Web server(s) and resources shall promote educational excellence by facilitating resource sharing, innovation and communication and to enhance the achievement of the District's mission.

Items published on the District Internet server(s) shall be in accordance with applicable web site management rules and guidelines. The Technology Coordinator shall be responsible for ensuring that all pages published within the school or department's directory comply with this policy and applicable rules and guidelines.

Acceptable Computer System Use Agreement For Employees Of Eula Independent School District

Each employee must sign this Agreement as a condition for using the District's computer system.

Prior to signing this Agreement, read Policy and Regulation "Acceptable Computer System Use". If you have any questions about this policy or regulation, contact your supervisor.

I understand and agree to abide by the District's Acceptable Computer System Use Policy and Regulation. I understand that the District may access and monitor my use of the computer system, including my use of the Internet, email and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action, termination of employment and/or legal action may be taken against me.

Employee Signature _____

Employee Name _____

(Please Print)

Date _____

Please return this form to the Personnel Office.