

# **DEVINE INDEPENDENT SCHOOL DISTRICT EMPLOYEE ACCEPTABLE USE POLICY 2016-2017**

## **ELECTRONIC COMMUNICATION AND DATA MANAGEMENT DEVINE ISD POLICY (CQ)**

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with local policy.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative policy governing use of the system and shall agree in writing to comply with such regulation. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. {DH (legal), DH (local), & FNCJ,}. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Electronic mail transmission and other use of the electronic system by students and employees may be monitored with concurrence of the Superintendent or designee when there are allegations regarding employees and/or students of sexual harassment, illicit relationships, illegal use or activities, or pornographic or profane transmissions via the system. All District email is archived and is publically available under the public information act.

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

The Superintendent or his/her designee will oversee the District's electronic communication system.

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the District's system will emphasize the ethical use of this resource.

### **THE CAMPUS-LEVEL ADMINISTRATOR WILL:**

1. Disseminate and enforce applicable District policies and acceptable use guidelines for the District's system at the campus level.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and regulations regarding such use. All such agreements will be maintained on file in the principal's office or central office.
3. Ensure that employees supervising student use of the District's system emphasize the appropriate use of this resource.
4. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.

### **THE FOLLOWING STANDARDS WILL APPLY TO ALL USERS OF THE DISTRICT'S ELECTRONIC/COMMUNICATIONS SYSTEM:**

1. The individual in whose name a system account is issued will be responsible at all times for its proper use. Passwords and other information related to system and network access are restricted to that individual and must not be shared with anyone else.
2. The system and all associated computers will be used for business or educational purposes only. Using the internet to search for online games, non-educational videos and other bandwidth-wasting activities is strictly prohibited.
3. The individual in whose name an email account is set up will be responsible at all times for its proper use. Users may not send, forward, or post chain email or other messages that are personal or for-profit use.
4. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy. The system is designed for district business and educational use only.

5. System users may not use another person's system account under any circumstances.
6. Unauthorized devices are not to be connected to a DISD network.
7. System users may NOT redistribute copyrighted programs or data without prior approval from District Technology Personnel and written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, and District policy. This includes copying movies or music to a district PC or server.
8. System users may not download or install any software. The individual in whose name a system account is issued will be responsible for that account's activity at all times. All software installation will be performed by District Technology Personnel only.

Any malicious attempt to tamper with, harm or destroy District equipment or materials, data of another user of the District's system, including files stored on a file server, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

District System users should be aware that use of the system may provide access to other electronic communications in the global electronic network that may contain inaccurate and/or objectionable material.

An employee knowingly bringing prohibited materials or unauthorized laptops into the school's electronic environment will be subject to disciplinary action in accordance with District Policies.

#### **SYSTEM USERS ARE EXPECTED TO OBSERVE THE FOLLOWING NETWORK ETIQUETTE:**

- A. Avoid mass emails or chain emails.
- B. Use appropriate language; avoid swearing, vulgarity, ethnic or racial slurs.
- C. Pretending to be someone else when sending/receiving messages is not appropriate.
- D. Do not transmit or view obscene messages or pictures.
- E. Do not reveal email addresses or phone numbers of other users
- F. Using the network in such a way that would disrupt the use of the network is prohibited.  
Laptops, used outside the district, pose security issues and must not access the network.

The District may suspend or revoke a system user's access to the District's system upon violation of District policy/or administrative regulations regarding acceptable use.

Termination of an employee's account will be effective on the date the Principal or District Technology Coordinator receives notice of withdrawal of that employee from the District.

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including without limitation, those of merchantability and fitness for a particular purpose with respect to functions or services performed by, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigations concerning or relating to misuse of the District's electronic communications system.

The provisions above are taken from DISD Board Policy CQ (LOCAL).

## Acceptable Use Policy

### Employee Agreement for Acceptable Use of the Electronic Communications System

#### RULES FOR APPROPRIATE USE

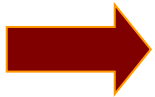
- The account is to be used mainly for educational purposes, but some limited personal use is permitted
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

#### INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Accessing another system users account account. This is prohibited
- Downloading, using, or introducing copyrighted information or properties to the DISD network without permission from the technology department.
- Intentionally introducing a virus to the network or connecting a laptop used outside DISD's network to DISD's network without contacting the technology dept.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Giving students or unauthorized personnel access to restricted district data, attendance software, or staff passwords.
- Gaining unauthorized access to restricted information or resources.

- **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws



**EMPLOYEES RETURN THIS FORM TO CENTRAL OFFICE.**

I understand that my computer use **is not private** and that the District **will monitor** my activity on the computer system. I have read the DISD's electronic communications system policy and administrative regulations [CQ] and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Campus: \_\_\_\_\_

To: Devine ISD Employees  
From: Administration office  
Re: New email accounts

Dear Employees:  
Staff wanting an email account should return this form to the Central Office.  
Mail site: [mail.devineisd.org/webmail](mailto:mail.devineisd.org/webmail) (To access webmail at home.)  
[fc.devineisd.org](http://fc.devineisd.org) (To access webmail within district.)



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## REQUEST FOR SCHOOL DISD EMAIL ACCOUNT

I request a school email account that I will use for school business. I may choose to use this email account for personal correspondence also, but I understand that this email account will be monitored by the Devine ISD network administrator. I agree to the following standards in use of this email account:

- The undersigned employee in whose name the email account is set up will be responsible at all times for the account's proper use.
- The network will not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District legal and local policy.
- The undersigned employee will not download material that is malicious in content or could disrupt system performance by damage to the system hardware or software.
- The undersigned employee has read and signed the District Acceptable Use Policy.
- I have read and understand the DISD Software Policy.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

Employee's name: \_\_\_\_\_  
(Printed legibly)

Campus: \_\_\_\_\_

The user name for my account is: \_\_\_\_\_  
(first name.last name@devineisd.org)

**Password must have 8 or more characters, and 3 out of 4 of the following: upper/lower case, numeric, symbol.**

**No names or dictionary words.**

The password for my account is: \_\_\_\_\_