

# **Acceptable Use Policy for Employees Of Rotan Independent School District**

All use of the Rotan Independent School District's computer network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer network includes hardware, software, data, communication lines and devices, desktops, tablets, laptops, whiteboard systems, printers, servers, personal digital devices, the Internet and any other internal or external network.

## **Computer Network Use Terms and Conditions:**

1. **Acceptable Use.** Access to the Division's computer network shall be:

- a) for the purposes of education or research and be consistent with the educational objectives.
- b) for legitimate school business.

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

3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer network. 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 network.
- Unauthorized downloading of software or digital files.
- Using the computer network 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 network for commercial or private advertising.
- Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal, sexual or other inappropriate material.
- Using the computer network while access privileges are suspended or revoked.
- Vandalizing the computer network, 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 USB flash 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 network'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 network to disrupt others.
- Users shall not read, modify or delete data owned by others.

5. **Liability.** The District makes no warranties for the computer network it provides. The District shall not be responsible for any damages to the user from use of the computer network, 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 network. 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 network 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 Technology Coordinator immediately. All users shall follow computer virus protection procedures.

7. **Vandalism.** Intentional destruction of any part of the computer network 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 network, 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 network will enforce this procedure and the policy it supports. To protect students, software is installed on the computer network 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 students 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 may not abuse their access to technology. 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 network. The purchase of all software and hardware must be done through the Technology Department. The Technology Department 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 who the account was issued.
- Staff shall report any incident of harassment or any other unauthorized or inappropriate use of technology encountered over District computer resources to the building 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.

## **12. Technology Integration**

It is expected that employees will incorporate the use of technologies appropriately on a regular basis throughout the curriculum. It is also expected that employees are constantly aware of what students are doing while using various technologies while under your supervision. No student should ever be using a computer designated for teacher use.

## **13. Internet Web Site Management**

Items published on the District's webpage 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 Use Agreement for Employees Of Rotan Independent School District**

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

If you have any questions about this policy or regulation, contact your supervisor.

I understand and agree to abide by the District's Acceptable Use Policy and Regulation. I understand that the District may access and monitor my use of the computer network, 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 network privileges may be revoked and disciplinary action, termination of employment and/or legal action may be taken against me.

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

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

Please return this form to the Administration Office.