

Mesquite Independent School District

COMPUTER RESOURCES AND NETWORK SERVICES ACCEPTABLE USE GUIDELINES

Access to computer resources and network services is a privilege available to employees and other designated individuals of the Mesquite Independent School District (MISD). These services are a vital asset for accessing vast, diverse and unique resources. Our goal in providing these resources is to promote educational excellence in MISD by facilitating communications for resource sharing, collaborative work and innovation.

MISD has taken precautions to restrict access to controversial information with the use of filtering software. However, it is impossible to control all materials and an industrious user may discover inappropriate resources. The District believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may discover material that is not consistent with the educational goals of the District.

The terms and conditions listed below are provided so that users are aware of the privileges and the responsibilities related to network use. Efficient, ethical and legal utilization of the network resources is expected. The District, in its sole discretion, has the right to determine who is, or is not, given access to the MISD communication systems.

Rules of Acceptable Use

A. General Use

- The use of an account must be in support of education and research and be consistent with the educational objectives of the Mesquite Independent School District.
- Personal use of the Internet and E-mail system must be limited during the school or work day.
- Accessing inappropriate or blocked Internet sites could result in loss of Internet privileges. However, not all sites blocked by the MISD internet filter are inappropriate, so employees may request, through the approved channels, that educationally appropriate blocked sites be allowed for teacher or student use.
- Personal websites/social media accounts must be kept completely separate from and never linked to professional web teaching tools. There should be no crossover in content (i.e. pictures of students) between personal and professional accounts.
- System users shall keep their passwords confidential.
- System users may not use another person's system account or E-mail account.
- Attempts to access MISD computers, networks or digital resources beyond the user's authorized level of access may result in immediate cancellation of user privileges or other disciplinary action.
- Employees may not allow students to access computers, networks, or digital resources through an employee account.
- Employees are required to take all necessary measures to ensure confidentiality of district maintained data. This classified data is protected by SBEC guidelines and Federal privacy law (FERPA).
- All MISD email addresses are subject to open records law. Employees should not utilize district E-mail for a "primary" contact for personal online matters (i.e., personal conversations, bank statements, billing, online purchase tracking).
- MISD encourages teachers to move their teaching and learning into the 21st Century by using Web 2.0 tools. Teachers may utilize either commercially available web tools or internally hosted tools. Regardless of the tool

set (MISD or other), Mesquite ISD's Web Teaching and Learning Guidelines must be followed: Visit [MISD Technology Resources](#) for additional information.

- When an employee sends a personal E-mail, especially if the content of the E-mail could be interpreted as an official agency statement, the employee should use a disclaimer such as the following at the end of the message:

“This E-mail contains the thoughts and opinions of (employee name) and may not represent official Mesquite ISD policy.”

B. Internet/Electronic Communications Use

- Electronic media and communications such as files, Internet use and Email, are not private. Network administrators may review electronic communications and logs of Internet sites visited to verify appropriate use. In addition, E-mail and electronic files are subject to provisions of the Texas Public Information Act.
- Teachers who use online learning environments must monitor their students' activities to ensure compliance with the Student Acceptable Use Policy (AUP) as published in the Code of Conduct.
- Employees should not reveal personal information of others.
- All communications and information accessible via the network should be assumed to be private property subject to copyright regulations.
- If a user identifies or has knowledge of a security problem on the network, the user must notify the building principal immediately. The security problem should not be shown or demonstrated to other users.
- Photos of students are permitted; publicly accessible wiki, blog, discussion forum or web pages must not include any student identifying information: i.e., location, names, phone numbers, photos with names or location in their Web publications or posts.

C. Computer Ethics

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to copyrighted material, harassing, threatening or obscene material or material protected by trade secret. Illegal activities and messages in support of illegal activities are strictly prohibited.
- Employee use of MISD devices or networks for commercial or entrepreneurial activities is not acceptable (i.e., MISD E-mail accounts should not be utilized to sell personal property, for product advertisement or political lobbying).
- Employees should not use the network in such a way that would disrupt the use of the network by other users (e.g., uploading, downloading and/or streaming large files during peak hours; subscribing to commercial E-mail services for personal use; sending mass E-mails such as chain letters, annoying other users electronically).
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the MISD network or other networks that are connected to the MISD services. This includes, but is not limited to the uploading or creation of computer viruses.
- Personnel charged with the management and use of district technology equipment (instructional iPads, carts, laptops, etc) are required to follow district and campus procedures to maintain the equipment in a usable and functioning condition. Failure to maintain the integrity of the equipment is considered negligence.
- Violation of the AUP could result in disciplinary action including denied access to MISD network services, change in employment status or possible termination.
- All Web pages to be linked to a campus or district Website must be submitted to the campus principal or designee for approval and can be linked only by the campus Webmaster.
- When communicating electronically (web, texting, email, etc.), be aware that typed words can be misinterpreted and taken out of context. Professional language must be maintained at all times.

Disclaimer of Liability

The MISD offers no warranties of any kind, whether expressed or implied, for the services provided. The District will not be responsible for damages suffered, such as loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the District's or user's errors or omissions. Use of any information obtained via the MISD network is at user's own risk. MISD has no claim for the accuracy or quality of information obtained through network services.

Mesquite Independent School District

Campus _____

Employee _____

I have received a copy of the Revised Employee Acceptable Use Policy.

Signature _____

Date _____