



KISD ACCEPTABLE USE POLICY

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Electronic Communications System Guidelines for Employees

District staff may be given access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, e-mail, and any other technology designated for use by the District for users. All files and programs on the computers/network and hardware equipment are the property of KISD.

Please note that Internet access is part of the District's electronic communications systems. The Internet is a network of many types of communication and information networks which are used frequently in classroom assignments (blogs, wikis, podcasts, web pages, etc.). According to CIPA (Children's Internet Protection Act), schools must have an Internet filter in place to protect users. Our District uses a filtering technology to restrict access to inappropriate material. However, it is the user's responsibility to follow the rules for appropriate and acceptable use at all times. The district reserves the right to monitor all technology resource activity.

SOME RULES FOR APPROPRIATE USE

1. Users must only open, view, modify, and delete their own computer files.
2. Internet use at school must be directly related to school assignments and projects.
3. Users may be assigned individual accounts to District resources and must use only those accounts and passwords that they have been granted permission by the District to use. All account activity should be for educational purposes only.
4. Users are responsible at all times for their use of the District's electronic communications system and must assume personal responsibility to behave ethically and responsibly.

NETWORK ETIQUETTE

1. Use appropriate language.
2. Do not publish or display defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials.
3. Do not reveal your personal information or the personal information of others, such as: address, phone number, etc.

INAPPROPRIATE USES

1. Using the District's electronic communications system for illegal purposes (e.g. gambling, pornography, computer hacking, etc).
2. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
3. Sharing your username and password with others, borrowing someone else's username (i.e. teacher or student), password or account access.
4. Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
5. Downloading or plagiarizing copyrighted information without permission from the copyright holder.
6. Intentionally introducing a virus or other malicious programs onto the District's system.
7. Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
8. Wasting or abusing school resources through **unauthorized** system use (e.g. online gaming, Internet radio, downloading music, watching videos, participating in chat rooms, checking personal email, excessive printing etc.).
9. Gaining unauthorized access to restricted information or network resources.
10. Attempting to harm equipment.

CONSEQUENCES FOR INAPPROPRIATE USE

1. Suspension of access to the District's electronic communications system;
2. Revocation of the District's electronic communications system account(s); and/or
3. Other appropriate disciplinary or legal action in accordance with the Code of Conduct and applicable laws.

NOTE: The district agreement to abide by these guidelines must be renewed each academic year. Also, District Policies and Administrative Regulations are included in the handbook for your review.

I agree to the above guidelines.

Campus

Teacher Signature/Date