Personal Use of Electronic Media

Policy DH

<u>Acceptable Use Policy (AUP)</u>
The Use of Computers, the Internet, and Electronic Mail

<u>EMPLOYEE PERMISSION FORM</u>

Magnolia Independent School District is pleased to offer access to a computer network for file sharing, storage, printing, electronic mail and the Internet. To gain access to the district network, e-mail and the Internet, all employees must agree to the conditions as stated in this document and verified by your signature in the employee handbook.

What is possible?

Access to these services will enable the school community to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. The district will filter the Internet for inappropriate material; however, employees should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.

What is expected?

Employees are responsible for appropriate behavior on the school or district's computer network. Communications on the network are often public in nature. It is expected that users will comply with district standards and the specific rules set forth below. The use of technology is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing electronic resources as a representative of Magnolia ISD. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of technology resources and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of technology related privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series and the Student Code of Conduct]. Violations of law may result in criminal prosecution as well as disciplinary action by the District.
It is all staff member's responsibility to monitor and educate students on acceptable use and appropriate behavior when using electronic communications, including interactions with other individuals on social networking sites and in chat rooms, plus awareness of and response to cyber-bullying.

What are the rules?

Privacy--Users should never access network accounts, network folders and/or files that are not theirs, unless they have been given specific instructions to do so. Network administrators may review communications to maintain system integrity and will insure that employees and students are using the system responsibly.
Storage capacity-- Users are expected to remain within allocated disk space and delete any files or other material which take up excessive storage for all district owned resources.
Illegal copying--Users should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator, nor should employees intrude into other people's files.
Copyright—Employees should be aware of copyright laws as they apply to the obtaining, copying, using or reproducing of any materials which do not belong to the employee or those to which the employee does not have expressed written permission from the owner for its use.
Inappropriate materials or language--No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the conditions as set in the employee handbook.

As of 6-14-2011

Refer to Board Policy CQ (LOCAL), Electronic Communication and Data Management for further information.

Succinct Advice

These are guidelines to follow to prevent the loss of network privileges.

- Do not use any electronic device to harm other people or their work.
- Do not damage electronic equipment or the network in any way.
- Do not interfere with the operation of the network by downloading or uploading anything that isn't directly related to an academic activity.
- Ensure Fair Use Guidelines are utilized for Copyright protected material.
- Do not view, send, or display offensive content.
- Keep user accounts and passwords secure and private.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work, or files.
- Notify campus administration immediately, if by accident, you receive materials or encounter them on any device that violates the rules of appropriate use.
- The use of personally owned devices at school or school sanctioned functions, are subject to the same guidelines as district owned devices.

Monitored use

Electronic transmissions and any other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

Users of any District Electronic Communication System shall not use it in any way that would be considered: (a) damaging to another's reputation; (b) abusive; (c) obscene; (e) offensive; (f) threatening; (g) harassing; (h) illegal; or (i) contrary to district policy.

Users may not use any District Electronic Communication System for any illegal activity, including but not limited to violation of copyright laws.

Personal information about students including, but not limited to student names, addresses and phone numbers shall not be transmitted outside the district network, without written permission from the student or his/her parents.

Email public mail lists should only be used by administrators and/or their designee. Email lists should only be used for school business.

The district electronic resources are primarily for school business. Employees shall refrain from using them for personal use. Since other resources are accessible inside the district, users should not send personal email, jokes, chain letters, or junk/bulk email from the district's system.

Email or any other District Electronic Communication System may not be used for private or commercial offerings of products or services for sale, or to solicit products or services. A FirstClass conference called "Contribute" may be used by employees (like a bulletin board) for the sale of personal furniture, clothing, autos, garage sale items or other personal property.

Users shall not use electronic resources to disseminate material or information on the behalf of or with regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent or his/her designee.

Users shall not use electronic resources in a fashion that is inconsistent with directions from the superintendent or his/her designee, the authorized technical and information services administrator, and generally accepted electronic resources/email etiquette.

As of 6-14-2011

Notify the building administrator if any student or other employee violates the Rules of Appropriate Use.

Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use and Succinct Advice are violated. Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet are prohibited. Deliberate attempts to circumvent this policy or to degrade or disrupt system performance may be viewed as violations of District policy and administrative procedures and, possibly, criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses and the misuse of email.

Cell phones shall not be used during the employee's instructional duty time for personal use.

DISCLAIMER OF LIABILITY

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 user. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or the system will be uninterrupted or error-free.

USER AGREEMENT

As a user of the Magnolia Independent School District's computer network, I agree to comply with the Acceptable Use stated rules and to use the network in a constructive manner. I further understand noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Employee Name (print)   _____

Employee Signature   _____

Campus/Location   _____

Date: _____/_____/_____