

KELLER ISD TECHNOLOGY RESOURCES EMPLOYEE ACCEPTABLE USE GUIDELINES

Technology resources, including Internet access, will be used to promote innovation and educational excellence consistent with the Texas Essential Knowledge and Skills and the goals of the Keller Independent School District ("Keller ISD" or "District"). Keller ISD believes that access to information resources and opportunities for collaboration, when used in a responsible manner, will provide educational benefit for students and employees. The District has deployed a wide-area network that will allow staff and students to communicate with each other and will provide the staff and students access to a multitude of instructional and administrative resources. This also places ethical responsibilities on all technology users.

Employees are responsible for appropriate behavior on District computer networks just as they are in a District classroom or hallway. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Keller ISD activities. Communications on the network are often public in nature. General school rules for employee conduct apply to all System activity [*see* Board Policy DH series and the Employee Acceptable Use Guidelines ("Employee AUG")]. These guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with Board Policy CQ (Local).

AVAILABILITY OF ACCESS

Access to the District's electronic communication and data management systems, including without limit, its telephone system, computer networks, electronic mail systems, videoconferencing systems, and its Internet and intranet access capabilities (referred throughout as the "System"), shall be made available to employees primarily for educational and administrative purposes.

Access to the Systems is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the System and shall indicate agreement to comply with such regulations and guidelines either electronically or in writing.

The District reserves the right to use the System for purposes as it sees fit and reserves the right to monitor all activity on the System, including individual and personal user accounts.

ACCEPTABLE USE

The District's System will primarily be used for learning, teaching, and administrative purposes consistent with the District's mission and goals. Commercial use of the District's System is strictly prohibited. The System may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by law, regulation, District Policy or guidelines.

System users will immediately notify a campus administrator or the System administrator if a potential security problem is suspected or exists.

The District expects that all users will transmit information only in an appropriate and responsible manner. Any display or transmission of sexually explicit images, messages, or cartoons, or any use of the System that contains vulgarity, swearing, ethnic or racial slurs or epithets, or any material that might be construed as harassing or disparaging of others on the grounds of race, national origin, sex, age, religion, disability, or any protected class violates the Employee AUG and is strictly prohibited.

System users should be mindful that the use of school-related electronic mail addresses might result in some recipients or other readers of that mail to assume the System user represents the District or school, whether or not that was the user's intention. Email messages, like all other school retained documents, are subject to potential disclosure under the Texas Public Information Act. Extreme care should be used any time school electronic mail is used. E-mail older than 30 days in the "Deleted Items" folder will be permanently removed from the system.

System users may not waste District resources. Attachments to e-mail messages should include only data files. Attaching program files (typically labeled ".exe") to an e-mail message may cause network congestion. "Spamming" and sending and/or forwarding unsolicited e-mails are prohibited. System users may not use District electronic mail to promote activities or events for individuals or organizations not directly affiliated with, or sanctioned by Keller ISD. Commercial use of the District's System, including electronic mail, is prohibited. Users should be sure that all e-mail messages that are being sent are addressed only to the intended recipients. "Reply all" should be used with care.

System users may not gain unauthorized access to System and/or District resources or information. Unauthorized access or attempts to access the System is strictly prohibited and will result in appropriate disciplinary action.

The District retains the rights and ownership of all equipment related to the District's technology program. The System user is responsible for following the policy and guidelines established in the Employee AUG at all times when using District owned equipment. District employee laptops are leased and not the property of KISD and therefore, should not have personalization (stickers, contact paper, permanent markers) on the computer. The District retains the rights and ownership of all programs, data, materials and electronic works created by District employees on, or using, the District System and/or time. Users of the System shall not send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, software programs, or similar materials except as authorized by the System administrator or designee. [See CY(Legal and Local): Intellectual Property]. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee, unless permitted by the doctrine of fair use.

Attempts to degrade or disrupt system performance are violations of Board Policy, administrative regulations, and the Employee AUG and may constitute unlawful activity under applicable State and Federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses and "hacking" into the data or system of another user.

of the District's System, or any of the agencies or other networks that are connected to the Internet.

Forgery or attempted forgery of electronic mail messages or misrepresentation of the identity of a sender is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other System users, interference with the ability of other System users to send/receive electronic mail, or the use of another person's users ID and/or password is prohibited.

Information transmitted via the System is considered confidential District information and may not be disclosed to persons other than the intended recipient without prior authorization. Users must closely monitor their passwords. Mandatory password rest will occur each semester. Users should protect their password(s) to help ensure the security and integrity of the System. In order to maintain the integrity of the System, users should not disclose their passwords to any other person. No user should attempt to gain access to another user's electronic mailbox, telephone voicemail box, computer files, or internet account unless expressly authorized to do so by the user whose systems are being accessed, or by an authorized representative of the District. Any user who receives information such as electronic mail messages in error should not read the message, but should instead return the message to the sender and delete the message immediately.

"Personally identifiable" photos of Keller ISD's students will not be posted on the KISD websites other than as permitted under District Policy and State and Federal law.

MONITORED USE

Electronic mail transmissions and other use of the System by employees are not private and may be monitored, reviewed, audited, intercepted, accessed, or disclosed at any time by designated District staff to ensure appropriate use.

The System's software and hardware that provides the District email capabilities has been publicly funded. For that reason, use of the System should not be considered a private form of communication. The content of any communication of this type is governed by the Public Information Act and the District is required to abide and cooperate with any request for access to email contents.

One level of security Keller ISD has implemented is the installation of the Lightspeed Internet Filtering Service. Employees that have an instructional need to access web sites that may be blocked should communicate their need, in writing, to a campus administrator or departmental supervisor. The campus administrator or departmental supervisor will then determine whether to grant access based on instructional or administrative need. Campus administrators will be responsible for initiating contact with the Technology Department to solicit access to blocked sites. In addition, all employees will receive instruction regarding appropriate technology uses and acceptable Internet behavior, including a review of the Employee AUG. Ultimately, however, it is the user's responsibility to appropriately use technology resources. Should a user be found in violation of this policy, the incident will be regarded as a violation of school rules and Board Policy, resulting in disciplinary measures which may include termination.

PROFESSIONAL STANDARDS of CONDUCT

All District employees are required to abide by the Code of Ethics and Standard Practices for Texas Educators (“Code of Ethics”), State and Federal law, District Policy, this Employee AUG, and ethical standards when communicating with students, parents, other employees, and other stakeholders regardless of whether such communication takes place on campus, during instructional time, through use of the System, or not. District employees shall recognize these laws and regulations apply to any and all communication with stakeholders, including but not limited to, use of email, social networking sites, cell phones, and text messaging.

Additionally, the Code of Ethics, Standard 3.6 provides, “the educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.” [See Board Policy DH (exhibit)]. Educators shall maintain the proper decorum in any and all communication with students, regardless of whether such communication occurs during or outside the instructional day and with District owned or personal technology.

In accordance with Keller ISD’s expectations, District employees are prohibited from posting information, pictures or otherwise, on the Internet that results in a violation of the Code of Ethics, State and Federal law, or District Policy, including the District’s Standards of Conduct for all employees. District employees are also prohibited from using the District’s System to access sites in violation of this Employee AUG, as detailed above (see section titled “Acceptable Use”). Please be aware that the District will hold employees responsible for any and all information deemed objectionable by the Code of Ethics, State and Federal law, District Policy, or this Employee AUG on an Internet site that is within the control of an employee, including but not limited to, comments sent from third parties to the employee’s site. District employees are required to abide by the Code of Ethics as defined in Board Policy DH (exhibit), when accessing all Internet sites. Social networking sites include, but are not limited to, Facebook, Twitter, Flickr, Instagram, Pinterest, and dating or match making websites. District employees, who use social networking sites as a means of communication with students outside of their capacity as an educator or District employee, shall ensure that all communications with students are consistent with the District’s Standards of Conduct, the Code of Ethics, State and Federal law, District Policy, and this Employee AUG.

The District recognizes and respects an employee’s right to freedom of speech. [See Board Policy DG (Legal)]. However, when the right infringes on, and/or compromises, an employee’s ability to effectively perform his/her work, the District must take appropriate action. Specifically, the District will investigate and, when necessary, evaluate disciplinary action when information posted by an employee on an Internet site results in behavior including but not limited to: conduct that compromises the dignity of the profession; conduct that does not respect and obey the law; conduct that does not demonstrate integrity; conduct that does not exemplify honesty; conduct that constitutes moral turpitude; or any other conduct in violation of Board Policies. [See Board Policies DH series]. Accessing and/or modifying such sites utilizing the System may also result in a violation of the Employee AUG.

VIOLATIONS/SANCTIONS

Non-compliance with the Employee AUG and/or District Policy may result in suspension of access, termination of privileges, and/or other disciplinary action consistent with Board Policies and State or Federal law which may include termination of employment. [See the Employee Handbook and Board Policies DH series]. Violations of law may result in criminal prosecution as well as disciplinary action by the District. Persons whose violations of the Employee AUG result in system disruption or damage may be responsible for reimbursement of costs incurred in system restoration.

DISCLAIMER OF LIABILITY

The District shall not be liable for an employee's inappropriate use of electronic communications resources or violations of copyright restrictions or other laws, an employee's mistakes or negligence, and for any costs incurred by employees through the use of the System. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. No warranties of any kind are offered, either expressed or implied.

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I have read, understand, and will comply with the Keller ISD Technology Resources Employee Acceptable Use Guidelines ("Employee AUG"). I understand that non-compliance with the Employee AUG may result in suspension of my access or termination of my privileges and other disciplinary action consistent with Board Policies and state law which may include termination of employment. [See the Employee Handbook and Board Policies DH series]. I realize that any of my actions that are violations of law may result in criminal prosecution as well as disciplinary action by the District. Any violation of the Employee AUG that results in System disruption or damage may result in the assignment of financial liability to me.

