



# Brooks County Independent School District

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P.O. Box 589 \* Falfurrias, Texas 78355 \* Phone: 361-325-8004 \* [www.bcisd.net](http://www.bcisd.net)

## Staff Acceptable Usage Policy 2023-2024

Brooks County Independent School District is pleased to offer employees access to the Brooks County Independent School District network for electronic mail and the Internet.

To gain access to e-mail and the Internet, all employees must sign an Acceptable Use Policy. Should an Administrator prefer that an employee not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word-processing.

### **What is possible?**

Access to e-mail and the Internet will enable employees to explore thousands of libraries, databases, museums, and other repositories of information, and to exchange personal communication with other Internet users around the world. Users should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.

While the purposes of the school are to use Internet resources for constructive and educational goals, employees may find ways to access other materials. We believe that the benefits to employees from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, teachers are responsible for setting and conveying the standards that their students should follow when using media and information sources.

### **What is expected?**

Employees are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on school grounds. Communications on the network are often public in nature. General school rules for behavior and communications apply.

It is expected that users will comply with district standards and the specific rules set forth below. The use of the network 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 the school's computer resources.

Employees are advised never to access, keep, or send anything that they would not want their administrator to see.

## What are the rules?

- **Privacy:** Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity that will insure that employees are using the system responsibly.
- **Storage capacity:** Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.
- **Illegal copying:** Employees 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. Employees should not copy other people's work or intrude into other people's files.
- **Inappropriate materials and/or language:** Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never to view, send, or access materials which you would not want your administrators to see. Should employees encounter such material by accident, they should report it to their Administrator immediately.

## Guidelines

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

1. **DO NOT send jokes, chain letters, pictures, messages, graphics, etc., not pertaining to school business.**
2. **DO NOT** use a computer to harm other people or their work.
3. **DO NOT** damage the computer or the network in any way.
4. **DO NOT** interfere with the operation of the network by installing unauthorized software, shareware, or freeware.
5. **DO NOT** try and circumvent the district's network by using any mobile devices.
6. **DO NOT** violate copyright laws.
7. **DO NOT** view, send, or display offensive messages or pictures.
8. **DO NOT** share your password with another person.
9. **DO NOT** waste limited resources such as disk space or printing capacity.
10. **DO NOT** trespass in anyone else's folders, work, or files.
11. **DO** check your email account frequently and answer swiftly.
12. **DO** manage your email storage wisely, delete unnecessary info daily.
13. **DO** notify an Administrator immediately, if by accident, you encounter materials which violate the rules of appropriate use.
14. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

**Limitation/Termination/and/or Revocation of System User Access**

The District may limit, suspend or revoke a system user's access to the District's system(s) upon violation of District policy or administrative regulations regarding acceptable use.

**Warning**

System users and parents of students with access to the District's electronic communication system(s) should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.

**Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, with respect to any services provided by the system(s) and any information or software contained therein. 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 user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system(s).



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## Authorization For Use of Computer Resources Within Brooks County Independent School District

**2023-2024**

As an employee of Brooks County Independent School District, I have read the **RULES & GUIDELINES** information about the appropriate use of computers at the school, and I understand this agreement will be kept on file at the school.

**I accept to follow the rules & guidelines as outlined in the BCISD Staff Acceptable Usage Policy**

**Employee Name (print)** \_\_\_\_\_

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

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

## PERMISSION FOR THE PUBLICATION OF CLASSROOM WORK / PICTURES ON SCHOOL WEB PAGES

I understand that there may be an occasion at which time the school may wish to publish examples of projects and/or photographs of employees, and other work on an Internet accessible world wide web server.

**Employee Name (print)** \_\_\_\_\_

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

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

*Questions or comments should be directed to your location Principal or Director*

*"United to Achieve Excellence in Education"*