Beaumont ISD
Preparing Our Next Generation

Employee Acceptable Use Agreement for Computer/Network/Internet

The district network is a primary source for voice, video, data transmission, communication, storage, and application delivery. The Internet is a primary source of research, information, and communication. Access to the district network and the Internet is provided to system users, students, and community members to take advantage of innovative instruction methodology and workplace technological advancements. Along with this privilege come responsibilities. System users are expected to behave appropriately with the use of technology resources. Any system user found in violation of this agreement can be subjected to disciplinary action up to and including termination of employment and/or legal prosecution.

BISD reserves the right to monitor and audit electronic devices on a periodic basis to ensure compliance with this agreement and all associated policies.

All use of the Internet and District-issued equipment and devices must comply with the Board Policy CQ (Legal), CQ (Local), and the BISD District Student Handbook and District Code of Conduct relating to the use of District computer and Internet resources as well as other electronic media.

Network Use

- Do not share passwords. The district may require passwords to be changed on a regular basis.
- Do not make your password available to others.
- Students may not distribute personal contact information about themselves or others by means of the electronic communication system other than a district e-mail address.
- Do not log in using an unauthorized account, another user's account, or allow students to access an employee's account.
- Do not view, modify, move, copy or delete folders or files unless given permission by the owner or authorized district personnel.
- All work/intellectual capital created using district systems remains the property of BISD.
- The network systems may not be used for illegal purposes, in support of illegal activities, harassment, or for any other activity prohibited by district policy or local/state/federal laws.
- Use for commercial, income-generating, or "for profit" activities, product advertisement, or political lobbying is prohibited.
- Users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned if it results in substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Employee Code of Conduct and may in certain circumstances, be reported to law enforcement.
- Users may not access or use proxy servers or software to bypass district filters; **doing so will cause you to lose district technology rights and privileges**.

Internet Use

- The Internet should be used primarily for educational/district-related purposes. All activity on the Internet is being recorded and can be monitored.
- Do not download files, run programs or install applications without consent from appropriate administrative staff.
- Follow Copyright laws and Fair Use guidelines.
- When uploading files or posting websites, follow the district Web Publishing Procedures and Guidelines.
- If you access an inappropriate website or observe others doing so, immediately notify the appropriate administrative staff.
- Users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Do not reveal personal data (i.e., home address, phone number, or phone numbers of other people) or arrange any face-to-face meetings with persons online.
- Although the District has an Internet safety plan in place, staff is expected to notify an administrator whenever they come across information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.

Limited personal use shall be permitted if the use:

- Imposes no tangible cost to the District;

- Does not unduly burden the District's computer or network resources;
- Has no adverse effect on a student's academic performance and/or is not used in any way for personal gain.

Consequences for violation of Acceptable Use Policy
Access to the District's Electronic Communications System is a privilege, not a right. The computer network and Internet are an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use the computer network or the Internet inappropriately may lose access privileges and face additional disciplinary or legal action. The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Family Educational Rights and Privacy Act
Users of Beaumont ISD electronic resources and networks recognize that they are bound to comply with the Family Educational Rights and Privacy Act ("FERPA") in handling the educational records of students enrolled in BISD. It is also understood and recognized that employees unless required by the judicial or regulatory authority, shall not be permitted to authorize and further disclose the educational records of the other party to persons or entities without first having received permission.

Use of Social Networking/Digital Tools
Employees may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. Employees use these tools to meet the communication, collaboration, creation, research, and information fluency skills.
The use of blogs, wikis, podcasts, and other digital tools is considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other district-approved digital tools. Teachers who use digital learning tools in their classrooms will monitor student actions to ensure compliance with the Student Code of Conduct/Handbook.

DISCLAIMER
These guidelines apply to stand-alone computers as well as any electronic device connected to the Network/Internet. The district makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data or software resulting from re-imaging, repair process, delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence or user errors or omissions. District resources will not be used to recover software/apps/files installed by system users.
In the process of protecting the network, BISD cannot guarantee the confidentiality of information. The district is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. 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 network/internet/electronic communications systems.

AUP Revised
6/20/2019

Employee Acceptable Use

I have been instructed and understand the principles of Internet Safety and Responsibility.

Employee's Printed Name_____

Employee's Signature_____

Employee's ID#_____

Employee's Campus_____

Date_____