

# Acceptable Use Policy--Employee Agreement Form for Joaquin Independent School District's System Access to the Internet

The **Joaquin Independent School District** is happy to provide access to the Internet and computer technology to all students and teachers in our district. We believe that the Internet offers our educational community valuable and diverse resources for learning and communicating with others. Our goal is to promote educational excellence in our schools by facilitating information access, resource sharing, innovation and communication.

At the same time, we are aware that material on the Internet is uncensored and we can make no guarantee that information found on the Internet will be valuable, reliable or inoffensive. However, we firmly believe that the vast amount of information available and the interaction with other people made possible via the Internet provides educational benefits to our students that far outweigh the risks.

Access to the Internet and computer technology is a privilege for students and not a right. We expect students to use these tools in a responsible manner for educational purposes and to be considerate of that privilege and may also result in further disciplinary action.

These guidelines are provided so that each student is aware of the responsibilities involved in using the Internet and computer technology. Following you will find the Joaquin Independent School District Acceptable Use Guidelines.

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

**Availability of Access**--Access to the District's electronic communications system(s), including the Internet, shall be made available to students and employees **exclusively for instructional and administrative purposes** and in accordance with administrative regulations.

Access to the District's electronic communications system(s) 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(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations. (See JISD Student Code of Conduct, Local DDA and DHC, and Code of Ethics and Standard Practice for Texas Educators.) Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

**Acceptable Use**--The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

Students must never:

- \* Reveal personal addresses or phone numbers
- \* Interfere with the operation of the network by downloading or installing software, shareware or freeware (Permission must be granted by network administrator)
- \* Send or display offensive messages or photos
- \* Intentionally access sites on the Internet that contain offensive material
- \* Access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- \* Transmit obscene, abusive, sexually explicit, inappropriate or threatening language;
- \* Use another person's password or account without permission
- \* Violate copyright law by copying or using unauthorized copies of programs
- \* Access other individuals folders, files, materials or programs without permission
- \* Use information without giving proper credit to the author
- \* Harass, insult or attack other Internet users
- \* Use the Internet for commercial or illegal purposes
- \* Willfully destroy or vandalize other people's work, computers, computer program or files
- \* Degrade or disrupt equipment or system performance;
- \* Engage in personal commercial activities on the Internet

**Monitored Use**--Electronic mail transmissions and other use of the electronic communication system(s) by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

**Internet Safety**— While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. District's technical methods or systems to regulate students' Internet access cannot guarantee compliance with the District's acceptable use policy.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Joaquin ISD makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

**Filtering**--Each District computer with Internet access shall have a filtering device or 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 and as determined by the Superintendent or designee.

**Disclaimer of Liability**--The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The Superintendent or designee will oversee the District's electronic communication system(s). Oversight of the posting of official district, campus, or division/department materials on the District's electronic communication system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

**Training**--Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of the District's acceptable use guidelines. Training in the District's system(s) will emphasize ethical use of the system's resources.

**Copyright**--Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).

**System Access**--With the approval of the principal, or division/departmental supervisor or designee, users will be granted appropriate access to the District's system(s). Any system users identified as having violated District, campus, and/or division/department system acceptable use guidelines will be subject to disciplinary action consistent with District policies and regulations.

**System(s) Coordinator's Responsibilities**--The system coordinator(s) (principal, or division/department supervisor, or designee) for the electronic communication system(s) will:

1. Be responsible for the disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system(s).
2. Ensure that all users of the District's system(s) complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements shall be kept on file by the system coordinator.
3. Ensure that all employees supervising students who use the District's system(s) provide training emphasizing the appropriate uses of these resources.
4. Be authorized to monitor or examine all system(s) activities deemed appropriate to ensure proper use of the system(s).
5. Be authorized to set limits for disk utilization on the system(s), as needed.

**Individual User Responsibilities**--The following standards will apply to all users of the District's electronic information/communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with District policies and regulations:

1. The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy.
2. System users may not use another person's ID or password. Do not reveal your personal address or phone numbers of students or colleagues.
3. System users shall maintain electronic information in accordance with established guidelines.
4. System users may not upload programs to the District's system(s) without appropriate authorization.
5. System users may not knowingly bring prohibited materials into the District's electronic communication system(s).
6. System users are expected to abide by the generally accepted rules of network etiquette, which includes but not limited to the following:
  - a. Be polite; Use appropriate language.
  - b. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - c. Do not use the network in such a way that you would disrupt use of network by other users.
  - d. All communications and information accessible via the network should be assumed to be private property. Do not store personal files obtained via the Internet on individual PC hard drives or on local area network (LAN) file servers.

**Users who violate these standards may be subject to disciplinary action in accordance with District policy and/or legal actions.**

**Vandalism Prohibited**--Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of District policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

**Forgery Prohibited**--Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

**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).

ELECTRONIC COMMUNICATION SYSTEM: I have read the JISD's electronic communication system policy and administrative regulations (copy attached).

I have read Joaquin Independent School District's electronic communication system(s) policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in limitation, suspension or revocation of the District's system access and disciplinary actions, including but not limited to, employment suspension and/or termination.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

**A signed employee agreement must be on file with the Joaquin Independent School for any employee to access the school's network.**