

## DISD Employee Guidelines For

# Acceptable Use of Technology Resources

These guidelines are provided here so that employees are aware of the responsibilities they accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

### **Expectations are as follows:**

Use of computers, other technical hardware, computer networks, and software is only allowed when granted permission by the employee's supervisor.

All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus, as well as on the District's website.

Although the District has an Internet safety plan in place, employees are expected to notify their supervisor or the executive director of technology whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Employees who identify or know about a security problem are expected to convey the details to their supervisor or the executive director of technology without discussing it with others.

Employees are responsible for securing technology devices when not in use and for returning them in good working condition.

District employees are considered public servants. The online presence of employees should not be in conflict with Board policies or the District's acceptable use guidelines for technology equipment.

### **Unacceptable conduct includes, but is not limited to, the following:**

1. Using the network for illegal activities, including copyright or contract violations, or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file-sharing software.
2. Using the network for financial or commercial gain, advertising, or political lobbying.
3. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
4. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
5. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
6. Intentionally wasting finite resources, i.e., online time, real-time music.
7. Gaining unauthorized access anywhere on the network.
8. Revealing the home address or phone number of one's self or another person.
9. Invading the privacy of other individuals.
10. Using another user's account, password, or ID card or allowing another user access to your account, password, or ID.
11. Coaching, helping, observing, or joining any unauthorized activity on the network.

12. Posting anonymous messages or unlawful information on the system.
13. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, slanderous.
14. Falsifying permission, authorization of identification documents.
15. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
16. Knowingly placing a computer virus on a computer or network.
17. Using personal computing devices on the District's network, except for District approved cell phones.

**Acceptable use guidelines are as follows:**

1. All employees will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
2. Employees are responsible for their ethical and educational use of the computer online services in the District.
3. All policies and restrictions of the District's computer online services must be followed.
4. Access to the District's computer online services is a privilege and not a right. Each employee will be required to sign and adhere to the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer online services.
5. The use of any District computer online services in the District must be in support of education and research and in support of the educational goals and objectives of the District.
6. When placing, removing, or restricting access to specific databases or other District computer online services, school officials will apply the same criteria of educational suitability used for other education resources.
7. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to student or other confidential information, copyrighted material, threatening or obscene material, and computer viruses.
8. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual campus administrator or technology administrator will be considered an act of vandalism and subject to disciplinary action in accordance with Board policy.

**Network Etiquette:**

- ◆ Be polite. and use appropriate and professional language.
- ◆ Do not reveal personal data (home address, phone number, phone numbers of other people).
- ◆ Remember that the other users of the District's computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
- ◆ Users should be polite when forwarding e-mail. The intent of forwarding email should be on a need-to-know basis.

**E-Mail:**

- ◆ E-mail should be used for educational or administrative purposes only.
- ◆ E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by employees or any other user will not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- ◆ All e-mail and all e-mail contents are property of the District.

**Consequences**

The employee, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use.

Noncompliance with the guidelines published here, in the District Employee Handbook, and in Board policy CQ(LOCAL) may result in suspension or termination of technology privileges and disciplinary actions up to and including termination from the De Leon Independent School District. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications using District equipment and network access is governed by the Texas Open Records Act, therefore, when legally requested, proper authorities will be given access to their contents.

De Leon Independent School District

# Employee Acceptable Use & Computer Loan Agreement

EMPLOYEE NAME (PRINT) \_\_\_\_\_ CAMPUS/DEPT. \_\_\_\_\_

I have read the Employee Acceptable Use Guidelines for De Leon ISD (listed in this handbook).

I agree to follow the rules contained in these guidelines. I further understand that electronic mail transmissions and other use of the electronic communications systems, including the Internet, are not private and may be monitored at any time by the District staff to ensure appropriate use, as defined by the Acceptable Use Guidelines. I understand that violations can result in disciplinary action such as denial of access privileges, change in employment status, appropriate legal action, and/or termination of employment.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ITEM	SERIAL NO.	BARCODE NO.	CONDITIO N	SERIAL NO. VERIFICATION	RETURN CONDITION
Laptop			New/Good		Good/ Repairs Required
Battery			New/Good		Good/ Repairs Required
Charger			New/Good		Good/ Repairs Required
Extension Cord			New/Good		Good/ Repairs Required
Backpack/C ase/Sleeve			New/Good		Good/ Repairs Required

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is the property of De Leon ISD, TX and is herewith being loaned to the staff member for educational purposes only for the duration of employment or until further notice. Staff members may not deface or destroy this property in any way. Inappropriate material on the machine may result in the staff member losing his/her right to use this computer.

Borrower agrees to indemnify the District from any claim occurring during or resulting from Borrower's possession or use of the District property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of the District Property.

The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license and it is Borrower's responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower's use of the District Property other than software owned by the District and made available to Borrower in accordance with this Receipt and Agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's CD's or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in the Borrower's possession.

Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair. The borrower is responsible for the payment of a usage fee that is used to defray the cost of providing accident and damage insurance for the equipment that is being borrowed.

**UPON RECEIPT OF EQUIPMENT**

**EMPLOYEE NAME (PRINT)** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TECHNOLOGY DEPARTMENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**UPON RETURN OF EQUIPMENT**

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TECHNOLOGY DEPARTMENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_