

Alvord ISD Staff Computer Use Policy

Learning is enhanced through technology's endless possibilities. Alvord ISD provides students and staff with Network Technology Service. Alvord ISD Network Services include the use of computers, servers, other technology equipment, and the Internet.

Some sites on the Internet may contain offensive material. For this reason, Alvord ISD has in place several ways to prevent access to most inappropriate materials and to provide for a positive, productive educational experience. Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private.

Acceptable Use of Technology

- The use of the District's technology is a privilege and not a right.
- Technology is designed to be used as a tool to assist with the instructional objectives of the District. Students and staff shall use technology efficiently to minimize interference with others

Prohibited uses of the Technology include, but are not limited to:

1. Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
2. Encouraging the use of or promoting the sale of controlled substances or drugs.
3. Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
4. Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
5. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
6. Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number.
7. Logging in to the system using another user's account or password.
8. Leaving an account open or unattended.
9. Violating any local, state, or federal regulation or statute.
10. Altering computer equipment as set up by the system administrator.
11. Anonymous E-mail Service (incl. Hotmail, gmail, yahoo, earthlink..etc.) without the approval of the Technology Director.

12. Initiating communications into the AISD Network System from other computers (for example, home computers) that are inconsistent with the intended purposes of the System
or with any of these Acceptable Use Guidelines.

District Rights And Responsibilities

1. Alvord ISD reserves the right to monitor all activity on the Internet.
2. Alvord ISD reserves the right to block any material on the Internet.
3. Alvord ISD reserves the right to deny access to technology to any individual.
4. Security on the network is a high priority. The Superintendent or designee shall establish
procedures that will maximize system security.
5. No warranties are made or given with respect to any service, any information, or any
software contained within the Internet.
6. Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by the District are those of the individual and do not represent the position of the District.
7. Accounts which are inactive for more than 30 days may be removed by the District along
with the user's files without prior notice.
8. Alvord ISD staff is responsible for supervising student use of technology.
9. Alvord ISD makes no warranties of any kind, whether expressed or implied. This limitation of liability includes loss of data, service delays or interruptions. Although Internet Access may be screened by the school, the school specifically denies any responsibility for the accuracy or quality of information obtained. Use of any information obtained through Internet Access is at the risk of the User.
10. Users agree to indemnify and hold the School and their affiliates, officers, agents, or
other partners, and employees, harmless from any claim or demand, including reasonable attorneys' fees, due to or arising out of use or misuse of Internet Access by any student or other User, or arising from any User's violation of these Acceptable Use Guidelines

Discipline

Discipline of staff may involve actions up to and including termination. Perpetrators may be billed for damages to equipment. Illegal activities may be referred to the appropriate law enforcement agency.

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- The account is to be used only for educational and administrative purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Using someone else's account.
- Sharing your password with students.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

I understand that my computer use is not private and that the District may monitor my activity on the computer system, including but not limited to: logging all internet traffic and sites visited, logging all search queries, remotely viewing of the screen, viewing any files saved on or connected to any district resource (including "flash" drives, CD media, local PC hard drive, network drives, or internet websites), and viewing any email messages sent or received while at school or using school resources.

I have read the District's electronic communications system policy, Computer Use, and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature

arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Name (printed) _____

Date _____

Signature _____

Campus _____

August, 2016