

## 2023-2024 Employee Acceptable Use Policy



### THE INTERNET

Edna ISD and your school provide Internet access to students and teachers. The Internet is an electronic highway connecting millions of computers and people. It is a special privilege to be able to use information and computers from all over the world, and your ISD and school believe that this can be an important part of education and your position. With all of the good educational material, there is also some material which is not appropriate for school use. It is impossible for your ISD and school to control everything on the Internet. These rules are provided here so that you will know what is expected when you use the Internet.

### ACCEPTABLE USE

Our school network is part of several other networks and we must abide by their rules as well as our own. The use of the Internet is a privilege, not a right, and if you do not use it according to these rules, you will not be allowed to continue to use it.

### NETWORK COMPUTING RULES

1. Do not give out your name, address, or phone number over the Internet
2. Do not use anyone's password other than your own.
3. Do not do anything that will harm the computer, the network, or anyone's work.
4. If you see any material (pictures or words) that you know is not appropriate for school, tell your supervisor or network administrator immediately.
5. Use proper manners (etiquette), and respect the rights of others. No bold, all caps, red, exclamation points

### INAPPROPRIATE USES

The following represent some of the inappropriate uses that may occur on the Network or any personal device that is connected to the EISD network:

- using the network for commercial advertising
- using the network to lobby for votes or political lobbying is prohibited.
- using the network to access a file, website, or photo that contains pornographic pictures/text
- using the network to send/receive messages that are racist, inflammatory, sexist, or obscene.
- creating a computer virus and placing it on the network
- using the network to send/receive a message with someone else's name on it or their personal info.
- using the network to send/receive a message that is inconsistent with the school's code of ethics
- destroying or erasing information/files from district technology without administration approval
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

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- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

#### STAFF RESPONSIBILITIES

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Edna ISD.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

#### INAPPROPRIATE USE OF SOCIAL MEDIA

- postings that are racist or inflammatory
- posting pictures that contain alcohol or illegal substances
- postings that are inconsistent with the Employee Code of Ethics
- any postings that are deemed inappropriate by the above acceptable use standards or cause a disruption on the campus by their effect such as critical of the school district, administration or a colleague.
- Cell phone or social media contact with students is highly discouraged and any messaging deemed inappropriate will result in the employee's suspension or termination. A report is automatically filed with TEA which will generate an investigation of the allegations.

#### EMAIL GUIDELINES - **DO**

1. Do check your electronic mail daily to see if you have any messages.
2. Do include a meaningful subject line in your message.
3. Do check the address line before sending a message and confirm you are sending it to the right person. Do not open attachments unless you have verified the address and sender by "hovering" over the sender address line to see if it is correct.
4. Do not open emails or attachments that end in- .http./etc.
5. Do delete electronic mail messages when they are no longer required.
6. Do respect the legal protections to data and software provided by copyrights and licenses.
7. Do take care not to express views that could be regarded as defamatory or libelous and/or political in nature.

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**EMAIL GUIDELINES - *DO NOT***

1. Do not print electronic mail messages unless necessary.
2. Do not expect an immediate reply; recipients might not be at their computer or could be too busy to reply straight away.
3. Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
4. Do not use electronic mail for personal reasons.
5. Do not send excessively large electronic mail messages or attachments.
6. Do not participate in chain or pyramid messages or similar schemes.
7. Do not represent yourself as another person.
8. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.

**Please note the following:**

1. All electronic mail activity is monitored and logged.
2. All electronic mail coming into or leaving the organization is scanned for viruses.
3. All the content of electronic mail is scanned for offensive material.

*I have read "Internet - (1) Specific Terms and Conditions for Users," and (2) EISD Board Policy DH (LOCAL) and (3) I have received training from EISD personnel. I understand and will abide by these terms and conditions. I further understand that any violation of the regulations and guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked with or without notice, disciplinary action may be taken, and appropriate legal action may be taken.*

**DISCLAIMER AND LIMITATION OF LIABILITY**

Use of the Internet is provided on an "as is, as available" basis. YOU AGREE THAT THIS LIMITATION IS INTENDED TO AND DOES RELEASE EDNA INDEPENDENT SCHOOL DISTRICT, ITS BOARD OF TRUSTEES, AGENTS, AND STAFF MEMBERS FROM ANY CLAIMS, DAMAGES, OR LOSSES THAT YOU MAY SUFFER THAT MAY ARISE OUT OF THE USE OF THE SYSTEM.

**ENFORCEMENT**

Any employee found to have violated this policy may be subject to disciplinary action ranging from loss of network privileges up to termination of employment.

Signature: \_\_\_\_\_

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