



# *Mabank ISD*

## *Acceptable Use Policy*

### **Purpose**

The Mabank Independent School District furnishes an array of technology resources in order to advance its vision for 21<sup>st</sup> century learners. The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes. Resources include, but are not limited to, the Internet, system network, personal computers, mobile devices, telecommunication tools, and educational software. All users – students and staff – are expected to exercise sound judgment and personal responsibility in the use of district resources. The District’s policies, guidelines, support, and training are intended to promote an effective, safe, productive, and instructionally sound educational environment.

### **Availability of Access**

Access to the District's Electronic Communications System 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 and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies ([See TASB Policy DH, FNC, FNCJ, FO, and the Student Code of Conduct](#)). **Any user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.** Violations of law may result in criminal prosecution as well as disciplinary action by the District.

### **Administrative Regulations for Electronic Communication and Data Management**

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited. Copyrighted software or data may not be placed on any system connected to the District without permission from the holder of the copyright. Only the owner(s), or individuals specifically authorized by the owner, may upload copyrighted material to the system.

### **Disclaimer of Liability**

The District shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, user's 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.

### **Monitored Use**

Use of all district resources and electronic mail transmissions by students and employees should not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

## Individual User Responsibilities (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. ([See TASB Policy FNCE](#)) The MISD reserves the right to inspect and/or remove data, email, or files without prior consent of system users.

The following standards will apply to all users of the District's electronic information/communications systems:

- The individual in whose name system accounts are issued shall be responsible at all times for its proper use.
- Users may not access or employ another person's system account without written permission from the campus administrator or district coordinator, as appropriate.
- Users may not engage in searching, viewing, or uploading any content that is offensive, pornographic, or connected to illegal activity. Unintended connection to prohibited content should be reported to the appropriate teacher or supervisor immediately.
- System users are expected to abide by all copyright laws and regulations. Users may not possess, share, or redistribute unauthorized, copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the terms of use or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations. System users are responsible for determining whether a program is in the public domain.
- System users are expected to refrain from plagiarism and shall properly cite sources.
- Users are allowed limited personal use of technology resources as long as it does not interfere with or burden the district's educational mission.
- The MISD is not responsible for loss of data or files. It is the responsibility of individual users to backup files to an external hard drive or server.
- Users are not permitted to utilize the district's system for gaming, instant-messaging, social networking, or to download or stream personal music or videos.
- Where music or videos are necessary to support educational goals, users should take measures to avoid live streaming, which places a burden on the system.
- Any downloads should be pre-approved and should support the district's educational mission.
- District resources may not be used for private or monetary gain.
- Users should not use the district's system to forward personal, political, religious, or objectionable content.
- Users should never attempt to circumvent the district's filtering software to access objectionable material or to encrypt communication to avoid review.

## Individual User Responsibilities School Issued Equipment:

- Mabank ISD provides iPad devices, Chrome Books, computers, etc. "As-Is, Where-Is" and makes no claims, express or implied, as to the fitness of *equipment for a particular purpose*.
- *At all times, Mabank ISD maintains legal title to employee-issued equipment.*
- Employees' conditional use of equipment is based on full compliance with the terms of this agreement and with the Mabank ISD *Acceptable Use Policy*. Any breach may result in immediate termination of privileges.
- Employee's use of district equipment is subject to inspection by Mabank ISD or Law Enforcement Officials at any time, without notice, including but not limited to email correspondence, internet usage history, network communications, or other activity.
- Employees shall not leave the device unsupervised or unsecured at any time.

- Employees are responsible for keeping the device in a protective cover at all times and safely away from liquids.
- Employees shall not modify, add, or delete equipment profiles, accounts, or software at any time. Maintaining account and password security is a continuous expectation.
- Employees shall not modify, remove, or deface identification or inventory labels or markings.
- Employees may not secondarily lend issued equipment to others, including family members.
- Mabank ISD's equipment and internet resources are for the sole purpose of completing work-related duties.
- School issued devices are subject to return at the end of the contract period or any other time deemed necessary by administration.
- Recipients are responsible for returning all devices and components in good working order. Recipients authorize MISD to deduct replacement or repair costs for equipment and/or components from subsequent paycheck(s).

### **Warranty, Loss, Damage Requirements for School Issued Equipment:**

- Warranty for the equipment covers accidental damage or manufacturer defects for a limited time. Employees are responsible for the care and safety of district equipment and shall be held financially responsible for any charges not covered by warranty, up to full cost of replacement. Typical issues not covered by warranty:
  - Deliberate damage or neglect
  - Replacement of a lost, stolen, or damaged device, or cables, power adapters, battery
  - Cosmetic damage
  - Extraneous products added without permission
  - Recovery of software or data
  - Unauthorized attempts to disassemble or repair a defect
- At any time, the employee becomes aware of a defect or damage, (s)he should immediately notify campus Administration, Librarian, and Instructional Technologist who will inspect the equipment.
- Employees submitting a single accidental damage claim will be alerted that further damage could result in fees and/or loss of privileges.
  - A second non-warranty claim resulting from accidental damage may result in a fee to be determined by the district.
  - Additional damage claims may result in loss of privileges and/or repair or replacement costs.

### **Use of Personal Devices**

MISD promotes the responsible use of *Bring Your Own Device* Technology in grades 5-12 to enhance learning opportunities. Student use of personal technology must comply with district operating procedures and acceptable use guidelines. Approved devices include: Tablets, Lap Top computers, Smart Phones, e-Readers, iPod and MP3 players. Personal devices should be equipped with virus protection.

### **Vandalism Prohibited**

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy 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. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution of costs associated with system restoration, hardware, or software costs.

## 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. Attempts may lead to possible disciplinary action.

## Information Content/Third Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems on the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privilege on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

## Network Etiquette

System users are expected to observe the following network etiquette:

- Use of the District's network or systems is intended for educational purposes only. Employees are not required to provide students with their personal phone number or email address.
- The District's network is a non-private entity. Users should remain mindful that all activity can be viewed globally and will leave a digital footprint.
- All users are expected to maintain appropriate network decorum.
  - Never send, or encourage others to send abusive messages. Inappropriate language -- profanity, vulgarity, use of ethnic or racial slurs, and any other inflammatory language -- is prohibited. An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.
  - Transmitting obscene messages or pictures is prohibited.
- At no time should use of the network create a disruption to the District's educational mission.
- Respect privacy. Revealing others' personal addresses, phone numbers, user IDs, passwords, or files is prohibited.
- Any data or communication placed on district equipment will become the property of Mabank ISD.

## Electronic Mail Guidelines

The software and hardware that provides district email capabilities has been publicly funded and should not be considered a vehicle for private, personal communication. **The content of all district email communication is governed by the *Open Records Act*. The Mabank ISD will cooperate with and abide by any legal request for access to email contents by the proper authorities.**

Email access is provided as a normal operating tool for any employee to perform their job. Individual staff email addresses will be shared with interested parents and community members who request to communicate with staff for educational purposes. Email addresses are made public through the campus web page.

System users must purge electronic mail in accordance with established retention guidelines. Employees are expected to return email communications to parents or other public members who have a legitimate business requests within 24 hours whenever possible. Requests for information from outside agencies should be handled in a manner consistent with previous experience in working with similar requests.

Requests for staff or students' personal information should not be honored via email.

- It is critical for a personal contact to be made with any individual requesting personal information. This relates particularly to any requests for student grades, discipline, attendance, enrollment status, dates of birth, photos or other likenesses, or related information. In addition, security information such as username or password should not be sent via email for any reason.
- Employee management of student information must comply with the *Family Educational Rights and Privacy Act (FERPA)*.

Principal approval is required before sending messages to an entire campus.

Superintendent approval is required before sending messages to the entire district.

Do not forward messages that have no educational or professional value.

Never open attachments from unknown sources.

- Attachments to email messages should include only data files. At no time should program files (typically labeled ".exe") be attached.
- Program files received as attachments over the Internet may include viruses or other very destructive capabilities once they are executed. Delete such email message immediately without saving or looking at the attachment.

Email format should include a signature footer including name, position, affiliation, and internet address (if applicable).

Messages relating to or in support of illegal activities must be reported to the authorities. Impersonating others is considered inappropriate.

## **Blogging**

Any blog that creates a material or substantial disruption to the educational environment, regardless of the origin of the blog, is prohibited. Situations that may amount to a material and substantial disruption include but are not limited to:

- A published threat toward a student, teacher, administrator, or other school employee.
- Blog postings that call for the violation of laws or school rules.
- Staff or students who post on their personal blogs during school time.
- Students who use school resources to publish or view a blog that is not school sponsored.
- Publishing false statements or rumors about others that can damage reputations and lead to defamation of character.

## **MISD Consequences**

Employees who violate this administrative rule may be subject to discipline such as loss of network privileges or other disciplinary actions up to and including termination.

## **Termination/Revocation of System User Account**

The District may suspend or revoke any system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of employee's account or of a student's access will be effective on the date the Principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

## **Disclaimer**

The District's system is provided on "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions of 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.

# Electronic Communication and Data Management

## Employee Agreement for an Electronic Communications System Account

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions in both spirit and letter. In consideration for the privilege of using the District's electronic communication 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.

Printed Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

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