Refugio Independent School District

Acceptable Use Policy for Refugio ISD Employees

— OVERVIEW—

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Refugio ISD provides Internet access and computer resources to its students, teachers, and administrators to promote educational excellence in Refugio ISD by facilitating resource sharing, innovation, and communication.

The District's computer resources are intended to assist in the collaboration and exchange of information between and among schools, district offices, educational service centers, the Texas Education Agency, and other State and Federal educational entities. To achieve our goal of promoting innovation and educational excellence, the computer resources are intended to provide quality, equitable, and cost-effective information and communication resources to the educational community.

With this educational opportunity also comes responsibility. The smooth operation of the computer network requires user compliance with the acceptable use guidelines reflected in this Acceptable Use Policy (AUP). If a user violates any of these provisions, his or her account may be terminated and future access to the computer system could be denied.

— CONTENT —

The Internet is an association of diverse communication and information networks. While the District is required by federal law to use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the District to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, you may encounter areas of adult content or material you find objectionable.

— SYSTEM ACCESS —

Access to the District's computer resources and electronic communications system is a privilege, and not a right. Staff users violating the computer resource guidelines contained in this AUP are subject to suspension of system access, revocation of the computer system account, or other adverse employment action. All staff members will be required to sign the AUP annually for issuance or renewal of a computer account.

Access to the District's computer resources will be governed as follows:

- Each staff member will be assigned a user account with a user name and password; new passwords will be issued at the beginning of each school year. The password can only be changed by submitting a written request to the technology coordinator.

- Staff members are not to share their user name and password with anyone except for either the technology coordinator or the network manager.

- Electronic mail transmissions and other use of the District's computer resources are not private and may be monitored to ensure appropriate use at any time by Internet service providers, operators of system file servers, and designated District staff.

- Any system user identified as a security risk or as having violated the AUP may be denied access to the District's system.

- Users should promptly report violations of the AUP to the technology coordinator.

— USER RESPONSIBILITIES —

The staff member in whose name a system account is issued will be responsible at all times for its proper use, as indicated below:

- The system may not be used for illegal purposes or in support of illegal activities or for any other activity prohibited by District policy, rules, or regulations.

- Participation in any chat room or newsgroup accessed on the Internet is not permitted. Moreover, users may not identify or discuss a student on any system website.

- Users may not disable or attempt to disable a filtering device on the District's electronic communication system.

- Users may not access or use another person's account or allow anyone else to use their account.

- Users may not (and may not attempt to) read, delete, copy, or modify the electronic mail of other system users.

- Users may not deliberately interfere with the ability of other system users to send and/or receive electronic mail.

- Users must purge electronic mail in accordance with the established retention guidelines.

- No user may redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations. The contents of the Refugio ISD web page are copyrighted; and no, text, image, or other materials on it may be copied, retransmitted, redisplayed, or modified without the District's express written consent.

- Users should avoid actions that increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected disks or computers. Users should run the antivirus protection program before opening files or retrieving information.

- Users may not make deliberate attempts to disrupt or degrade system performance including, but not limited to, uploading or creating computer viruses.

- Users may upload public domain programs to the system. They may also download public domain programs for their own use or may non-commercially redistribute a public domain program. Users are responsible for determining whether a program is in the public domain.

- Users may not send/post messages/images or purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing damaging to another's reputation, illegal, or otherwise in violation of any provision of District policy or this AUP.

- Users may not send non-school related mass messages.

- Use of the District's resources, including electronic mail, for product advertisement, profit making pitches, or political lobbying is not permitted.

- Users may not pretend to be someone else when sending or receiving messages. Likewise, posting anonymous messages is prohibited.

- Users may not encrypt their communications so as to avoid security review.

- Use appropriate language; profanity, obscenity, and ethnic/racial slurs are prohibited.

- Be mindful that use of school-related electronic mail addresses might cause recipients or other readers of that mail to assume the staff member (and the message in the electronic mail) represents the District, whether or not that was the user's intention.

- Using a school-related electronic mail address in a manner contradictory to District policies or regulations is prohibited.

- Users may not gain unauthorized access, including hacking, to resources or information.

- Users may not use the network in such a way that would disrupt the use by others.

- The system may not be used for financial or commercial gain or business use.

- Use for commercial activities by for profit institutions is not permitted.

- Users may not knowingly access or bring prohibited materials into the electronic environment.

- Users may not waste District resources related to the electronic communications system.

- Users may not attempt to harm or destroy District equipment or data or the data of another or of any of the agencies or other networks connected to the Internet.

- Teachers are responsible for supervising student computer use in their classroom.

— PERSONAL USE OF COMPUTER SYSTEM —

Limited personal use of the District's computer resources, including the Internet and electronic mail, is permitted before school hours, at lunch, during planning time, or after school. Any personal use of the District's computer resources must meet the provisions of the AUP as well as the requirements set forth in policies CQ(LOCAL) and DH(LOCAL) and must not interfere with the performance of the staff member's official duties.

— TEACHER OR CLASS WEB PAGES AND ACCOUNTS —

Upon receiving training regarding the creation of web pages, teachers will be allowed to publish and link to the District's web site pages pertaining to class activities or class assignments. All teacher or class web pages must satisfy the guidelines for web page production. No personally identifiable student information, other than that designated as directory information, may be posted on a teacher or class web page unless the District has received written consent from the student's parent. Teachers are responsible for compliance with District rules in maintaining teacher or class web pages. Personal web pages are not permitted.

All teacher or class web pages published or created on the District's computer system will be subject to treatment as District-sponsored publications. As such, the District reserves the right to exercise editorial control over such publications; the teacher must submit the web content to the technology coordinator for approval prior to publication.

Additionally, teachers may apply for a class computer account. In doing so, the teacher is responsible for ensuring that use of the account is consistent with the terms of the AUP.

— CYBER BULLYING —

Refugio ISD strives to provide a safe, positive learning climate for students and staff in the schools. Therefore, users will maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

All forms of bullying and cyber bullying by school district staff and students are hereby prohibited. Anyone who engages in bullying or cyber bullying shall be subject to appropriate discipline.

Definitions:
Bullying shall mean unwelcome verbal, written or physical conduct directed at a student or staff member by another student or staff member that has the effect of:
1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such

as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
1. Physically, emotionally or mentally harming a student or staff member;
2. Placing a student or staff member in reasonable fear of physical, emotional or mental harm;
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Delegation of Responsibility:
Each student and staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.

Each staff member and student shall be responsible to respect the rights of his/her fellow staff members and all students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to any staff member. Any staff member who receives a bullying or cyber bullying complaint shall gather information or seek administrative assistance to determine if bullying or cyber bullying has occurred.

— SOCIAL NETWORKS—

Definition
A social network is a service that uses the Internet for online communication through an interactive network of photos, web logs, user profiles, e-mail, web forums, and groups, as well as other media.

* Social networking sites gather data submitted by members as "profiles"

* Profiles can then be shared among members

* Membership can be free or fee-based

Be safe

Anyone can access the Internet and view what you write on a social network site. Even if your page is 'protected' there is nothing to stop your friends from copying your material and placing it elsewhere on the web. It is important to respect your privacy. Use your first name only and do not use pictures of yourself. If you wish to have an image associated with your blog, use a picture of something that represents you. Don't give out any personal information about yourself or anyone else.

Do not search for illegal, crude, rude, crass and inappropriate things.
Do not harass other students through blogs.
Do not copyright infringe or plagiarize or download anything illegally.

— DISCLAIMER —

The District's system is provided on an "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 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 computer resources.

EMPLOYEE ACCEPTABLE USE POLICY
FOR COMPUTER RESOURCES – 2019-2020

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Employee's Printed Name

As an employee of Refugio Independent School District, I have read this Acceptable Use Policy and the District's CQ (LOCAL) and DH (LOCAL) policies; I agree to abide by the provisions contained in those documents.

I understand that my failure to comply with the provisions of the Acceptable Use Policy, CQ (LOCAL) or DH(LOCAL) may result in suspension of system access, revocation of the computer system account, or other adverse employment action.

I understand that it is impossible for Refugio ISD to restrict access to all controversial materials that may be found on electronic networks, and I will not hold the District responsible for material I encounter while using District computer resources.

Electronic mail transmissions and other use of the District's computer resources are not private and may be monitored to ensure appropriate use at any time by Internet service providers, operators of system file servers, and designated District staff.

I will report any misuse of the information system as identified in the Acceptable Use Policy, CQ (LOCAL) or DH(LOCAL) to the Refugio ISD system administrator or an appropriate campus administrator.

In consideration for the privilege of using the District's computer resources 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.

_____   _____
Signature   Date