

## **BURTON ISD EMPLOYEE/STUDENT ACCEPTABLE USE POLICY**

### **PURPOSE**

The purpose of this policy is to protect employees, students, and associates from illegal or damaging actions by individuals, either knowingly or unknowingly. The Burton Independent School District information network system, including but not limited to; computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Burton ISD.

This information network system is to be used for school business and educational purposes in serving the interests of the school district in the course of normal operations. It is the responsibility of every information network system user to know these guidelines, and to conduct their activities accordingly.

### **SCOPE**

This policy applies to students, employees, contractors, consultants, temporaries, and other workers at Burton ISD, including all personnel affiliated with third parties and all equipment that is owned or leased by Burton ISD now or in the future.

### **GENERAL STATEMENT OF POLICY**

The primary purpose of the Burton ISD information network system is to support and enhance teaching and learning for our students.

### **LIMITED TO EDUCATIONAL PURPOSE**

Burton ISD is providing students and employees with access to the School District's information network system, which includes restricted access to the public Internet. The School District's information network system has an educational purpose, which includes classroom activities and professional or career development. Users are expected to use Internet access through Burton ISD's information network system to further educational and personal goals consistent with the mission of the School District and school policies. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyberbullying awareness and response.

### **USE OF SYSTEM IS A PRIVILEGE**

Use of the Burton ISD's information network system is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the Burton ISD's information network system and/or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

### **SECURITY AND PROPRIETARY INFORMATION**

1. Employees should take all necessary steps to prevent unauthorized access to proprietary information. Examples of confidential information include but are not limited to: student records, financial records, student and faculty lists, passwords, files and folders, e-mail addresses, phone numbers, addresses etc. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the *Code of Ethics and Standard Practices for Texas*

*Educators*, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- i. Confidentiality of student records. [See Policy FL]
- ii. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
- iii. Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
- iv. Copyright Law [See Policy CY]
- v. Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]
- b. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and **all things that occur on their accounts**.
- c. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops with strong passwords and don't leave them unattended, especially in public places.
- d. Do not leave laptops, cameras, or other Technology items in vehicles, locked or not,
- e. Postings by employees, *from an Burton ISD email address*, to social media should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Burton ISD, unless posting is in the course of school business.

### **SOFTWARE POLICY**

District employees should not install any operating systems, software, patches, or updates, on any computers owned by Burton ISD unless they have obtained prior written approval from Technology Services. There are three important reasons for this.

1. **Security:**  
Many software programs, especially freeware programs, are poorly written or contain malicious codes such as key-loggers or spy-ware that could compromise network security.
2. **Cost and Performance:**  
There are a multitude of programs freely available over the internet that are classified as spy-ware. These programs usually run as a service on the computer and have an icon that is visible in the system tray. These programs generate huge amounts of unnecessary network traffic which degrades network performance and increases costs for the school district.
3. **Support:**  
Any software installed without technical services approval will not be subject to the same level of support that approved programs include. In fact, installing unapproved programs could result in data loss, computer and network problems, or even culpability in causing a network outage. In such cases technical services may not be able to recover all your data or in the case of a network outage, you may be subject to disciplinary action or liability for damages.

### **UNACCEPTABLE USES**

The uses of the Burton ISD information network system and its Internet resources or accounts which are considered unacceptable include, but are not limited to, the following:

1. Giving out personal information about yourself or another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.

5. 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.
6. 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.
7. 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.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Burton ISD computers is prohibited.
10. 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.
11. The Burton ISD network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Burton ISD for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Burton ISD.
12. 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).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless authorized by the system administrator.

#### **USER MAIL RESPONSIBILITIES**

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand the following:

1. The agency provides electronic mail to staff members to enable them to communicate effectively and efficiently with other members of staff, other companies, and partner organizations.
2. When using the agency's electronic mail facilities you should comply with the following guidelines.
3. If you are in any doubt about an issue affecting the use of electronic mail, you should consult someone in Technology.
4. Any breach of the agency's Electronic Mail Policy may lead to disciplinary action.

#### **DO**

- Do check your electronic mail daily to see if you have any messages.
- Do check the address line before sending a message and confirm you are sending it to the right person.
- Do delete electronic mail messages when they are no longer required.
- Do respect the legal protections to data and software provided by copyrights and licenses.

- Do take care not to express views that could be regarded as defamatory or libelous.

#### **DO NOT**

- Do not print electronic mail messages unless absolutely necessary.
- Do not expect an immediate reply; recipients might not be at their computer or could be too busy to reply straight away.
- Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
- Do not send excessively large electronic mail messages or attachments.
- Do not participate in chain or pyramid messages or similar schemes.
- Do not represent yourself as another person.
- 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:**

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

#### **LIMITED EXPECTATION OF PRIVACY**

By authorizing use of Burton ISD information network system, the School District does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the School District system.

Routine maintenance and monitoring of Burton ISD information network system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

Burton ISD reserves the right to audit computer systems, e-mail use, internet use, and user files on a periodic basis to ensure compliance with this policy. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.

Burton ISD employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under the Freedom of Information Act (FOIA).

Burton ISD will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the school district system.

#### **INTERNET USE AGREEMENT**

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the Burton ISD.

1. This policy requires supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet. The Acknowledgement of Burton ISD's Acceptable Use Policy for Technology Resources form must be read and signed by the user **and** the parent or guardian. The form must then be kept on file at the local school and/or the Technology Services Department.
2. The Technology Services Department updates an Internet filtering software regularly to address new threats and websites designed to defeat the filtering software. Internet logs are reviewed

regularly and any possible violations of Internet use within the school district will be promptly investigated.

#### **LIMITATION OF SCHOOL DISTRICT LIABILITY**

Use of the all Burton ISD information network system is at the user's own risk. The system is provided on an "as is, as available" basis. The School District will not be responsible for any damage users may suffer regardless of the cause. The School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on Burton ISD information network system. The School District will not be responsible for financial obligations arising through unauthorized use of Burton information network system or the Internet.

#### **PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the School District information system and of the Internet if the student is accessing the school district information system from home or a remote location.

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

- A copy of the user notification form provided to the student user.
- A description of parent/guardian responsibilities.
- A notification that the parents have the option to request alternative educational activities not requiring Internet access.
- A statement that the Internet Use Agreement must be signed by the user and the parent or guardian prior to use by the student.
- A statement that the School District's Acceptable Use Policy is available for parental review.

#### **IMPLEMENTATION; POLICY REVIEW**

1. The District Technology Committee may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
2. Because of the rapid changes in the development of the Internet, the school board reserves the right to change this policy as they see fit.

#### **DUE PROCESS FOR SUSPECTED VIOLATIONS**

When a suspected violation of this Acceptable Use Policy has been identified, the policy stated below will be adhered to:

##### **Students**

When a suspected violation of this Acceptable Use Policy is identified to the immediate teacher, the student's access to all Burton ISD technology resources will be suspended. The Principal and Technology Coordinator will be notified. The Principal will schedule a hearing where the alleged violator will have the opportunity to present information on his/her behalf. After review of the suspected violation by the Principal and Technology

Coordinator, the Principal, if applicable, will administer any penalty. The Superintendent/School Board will be the final decision authority.

**Employees**

When a suspected violation of this Acceptable Use Policy is identified to the Principal/ Technology Coordinator, the employee's access to all Burton ISD technology resources will be suspended. The Principal, Technology Coordinator, and/or Superintendent will be notified. The Principal and/or Superintendent will schedule a hearing where the alleged violator will have the opportunity to present information on his/her behalf. After review of the suspected violation by the Principal and/or Superintendent, they will administer discipline, which would include but not be limited to reprimand up to and including termination. If the suspected violator is a non-unit employee, the review will be conducted by the Principal/ Technology Coordinator. The Superintendent/School Board will be the final decision authority.

## ACCEPTABLE USE POLICY

### EMPLOYEE

I have read and understand Burton ISD's policies relating to acceptable use of the school district's information network system and the Internet and agree to abide by them. I further understand that any violation of the policies above is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. Furthermore, I agree to promote these policies with the students.

School/Location: Burton Independent School District \_\_\_\_\_  
\_\_\_\_\_

Employee's Full Name (please print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_