

Stockdale ISD Employee Acceptable Use Policy Acknowledgement Form

I understand that this form must be signed and returned to the Stockdale ISD Central Office before I am allowed access to District networks, computer systems and the Internet.

By signing below, I acknowledge that I have received and read the District's Employee Acceptable Use Policy governing the appropriate and acceptable use of educational and administrative technology.

I certify that I understand this policy, its application and its implications.

I understand that I will be held accountable for my actions, and that disciplinary and/or legal action will result from violations of this policy.

Fill out and return this form to Central Office. Please print.

Employee's Full Legal Name		Home Phone Number
Mailing Address		
Campus/Building Assignment	Job Title	
Employee Signature (Required)		Date
INTERNAL USE ONLY - Login Identification Codes Assigned:		

Retain a copy of this form for your records.

Stockdale ISD Employee Acceptable Use Policy

Introduction

Stockdale ISD incorporates technology as a natural part of the educational and administrative process. Through the use of technology, teachers and staff members will become empowered with access to the latest equipment, information and resources.

Computers and technology are integrated into every facet of the educational and administrative process. Stockdale ISD endeavors to provide appropriate technology and the skills required to use this technology responsibly for all employees in order to prepare them for the classroom and workplace of the next millennium.

Stockdale ISD's technology infrastructure includes campus-wide and District-wide computer networks utilizing direct Internet access. Distance learning, streaming web-based video content, electronic mail and fax services are also available. Secure access firewalls and content-filtering software are utilized in order to protect the employees and students from inappropriate content on the Internet/World-Wide Web.

The Stockdale ISD Employee Acceptable Use Policy explains and defines responsible and ethical use of educational and administrative technology for all employees. All rules embodied herein are designed to guide employees in appropriate and acceptable use of District technology, and are designed to protect both the employee and the District. This policy also governs the use of employee-owned personal electronic devices including wired or wireless desktop, portable and handheld computing devices, cameras, and cellular telephones.

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional and administrative purposes in accordance with District guidelines and regulations. Access to these systems is a privilege, not a right.

All employees are required to acknowledge receipt and understanding of the Employee Acceptable Use Policy document and must agree in writing to comply with all regulations and guidelines contained herein.

Employees will not be allowed access to any educational or administrative technology in Stockdale ISD until their acknowledgement form has been returned to Central Office.

Once their acknowledgement form has been signed and returned, each employee will be issued a unique login identification code allowing access to the appropriate educational or administrative information systems.

Employees with questions or concerns regarding the Employee Acceptable Use Policy should contact their supervisor or call the Stockdale Technology Department at 996-3551, extension 22.

Off-Campus Use of District-Owned Equipment and Software

With prior written approval from their supervisor and the Technology Department, employees are permitted to take District-owned computing equipment containing District-licensed software off-campus and/or to their private dwellings for the sole purpose of performing or supporting District-related duties or activities. Employees are prohibited from copying software to or from any District computer in their possession off-campus.

With prior written approval from their supervisor and the Technology Department, employees are permitted to install and use District-licensed software on their personal computers for the sole purpose of performing or supporting District-related duties or activities. This off-campus use must occur during non-business hours. Making, retaining or distributing copies of District-licensed software for private use is prohibited.

Copies of software for off-campus use must be obtained from the Technology Department, at which time the employee must sign the Software Usage Agreement form governing personal use of District-licensed software in support of District activities.

While District-owned computer equipment and software are in an employee's possession off-campus, *the employee is responsible for loss or damage to and repair or replacement of the equipment and software* (normal wear-and-tear items and malfunctions are excluded).

Upon termination of District employment, all District-owned computer equipment, software and documentation in the employee's possession must be surrendered to the Technology Department or the employee's supervisor. Retaining copies of District-licensed software after termination of employment is prohibited.

Use of Privately Owned Software on District Computers

In order to prevent copyright infringement or license violations, installation or use of privately owned, non-District-licensed software on Stockdale ISD computers or networks is prohibited. Transmission via network or electronic mail of privately owned software is prohibited. Installation or use of shareware or freeware without prior approval from the Technology Department is prohibited.

Stockdale ISD will purchase all software required for normal employee and student use. If an employee finds an educational or administrative program they feel would enhance their job performance or assist students, they must fill out a Software Request Form and submit it to the Technology Department. If the program is compatible with District

equipment and operating systems and is not already licensed by the District, copies will be obtained for use.

Employee Acceptable Use Policy

Stockdale ISD declares the following unethical and unacceptable behavior just cause for taking disciplinary action, suspending or revoking access privileges, suspending or dismissing the employee, and/or initiating legal action in any case in which the employee:

- Uses the network and/or any attached equipment for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Uses the network and/or any attached equipment for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related or organized-crime-related web sites and bulletin boards;
- Uses the network and/or any attached equipment to obtain and/or distribute illegally duplicated and distributed digital music, video and/or software from copyrighted sources. This expressly prohibits accessing “Napster” and/or other websites and web rings designed to disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, movies, and executable software code;
- Intentionally disrupts network traffic, deliberately “crashes” the network or connected systems or maliciously tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including deliberate infection of computers or servers with viruses;
- Discloses a system password to another employee or student, or attempts to disclose or discover another employee’s or student’s password;
- Attempts to copy District-owned software for personal gain, attempts unauthorized transport of District-owned software beyond District boundaries, attempts to install privately-owned software onto a computer or the network or transmits without authorization any software via electronic mail or the Internet;

- Uses the Stockdale ISD network or computer resources for commercial or financial gain;
- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into external networks, web sites or bulletin boards;
- Forges or alters electronic mail messages or faxes, posts anonymous messages or uses an account or password owned by another user;
- Invades or assists others in invading the privacy of an individual or group;
- Possesses or conveys any data in any form including magnetic (disk/tape), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Employee Acceptable Use Policy

Once logged into the system, *employees will be held accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be tracked to the employee logged in.* Employees must properly log off the system before leaving their computer and should not let anyone else access the computer while they are logged in.

Group computer usage is permitted only under direct teacher supervision. *It is the responsibility of the teacher to monitor group activity and prevent illicit use.*

Usage of Personal Electronic Devices

Employees are restricted in their usage of employee-owned personal electronic devices on District property and at District-sponsored events. Personal electronic devices include but are not limited to employee-owned desktop, laptop, tablet and handheld computing devices, whether wired or wireless, USB drives, cameras and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- Employees are prohibited from using a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates School or District policies, including illicit and illegal use.
- Employees are prohibited from using film or digital cameras and film or digital camcorders in any way that violates School or District policies, including illicit and illegal use.
- Employees may not use personal electronic devices or media including but not limited to CD/DVD burners and USB “pen” or “jump” drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software.
- Employees may not load a bootable, alternate operating system on any District-owned computer from any employee-owned source or media, including floppy disks, CD/DVD discs or USB devices (“pen” or “jump” drives (USB keys), USB hard drives or USB CD/DVD drives).

- Employees may not acquire, through wired or wireless connection, District-provided network or Internet access from any employee-owned computing device whether desktop, portable, tablet or handheld, without the prior permission of their supervisor and the Technology Department.

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

Disclaimer

The District shall not be liable for any employee's inappropriate use of electronic communication resources, violations of copyright restrictions, users' 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/World-Wide Web.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by employees are not considered confidential and may be monitored at any time by designated staff to insure appropriate use of the educational and administrative technology.

Stockdale ISD has the right to restrict or terminate Internet, network or computer access at any time for any reason. The District also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

Consequences of Violations of the Employee Acceptable Use Policy

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Suspension or dismissal from duty
- Legal action and/or prosecution by the authorities

Remedies and Recourse

Employees accused of violating the Employee Acceptable Use Policy have full rights to due process and appeals as set forth in District Policy.