

Crosby ISD
Internet/Network Acceptable Use Policy for Staff Members

Internet and Network access are privileges that are available to employees and other designated individuals of Crosby ISD. The goal in providing this service is to promote educational excellence at Crosby ISD by facilitating communications for resource sharing, collaborative work, and innovations. The Internet is not meant to replace education, but rather, to facilitate the educational process. It should be used as an adjunct to teaching. The district has taken precautions to restrict access to controversial material however; on a global network it is impossible to control all material.

The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The following rules of acceptable use are provided so that users are aware of the ethical and legal responsibilities associated with the use of network resources.

MANDATORY TRAINING – To educate all users on proper Network/Internet use and conduct, a mandatory training is required before access will be allowed.

DEFINITION OF DISTRICT TECHNOLOGY RESOURCES – The district's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

ACCESS TO NETWORK/INTERNET – Network/Internet access is available to all Crosby ISD staff members as granted by their supervisors.

SUBJECT TO MONITORING – All Crosby ISD Network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Web filtering reports will be generated for all Crosby ISD's employees.

RULES OF ACCEPTABLE USE:

GENERAL USE

- Access to the district's electronic communications system is a privilege, not a right. The district has the right to determine who is, or is not given access to the Crosby ISD electronic communications system.
- Only employees who have returned and signed the Acceptable Use Policy signature page which states that they have read, understand and agree to adhere to the principals and procedures detailed within are permitted to use a district computer.
- Employees are prohibited from changing any computer configurations and/or settings.
- Employees may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities on school computers or networks.
- Noncompliance with acceptable use policy may result in suspension or termination of privileges and other disciplinary action consistent with District policies.
- Users are required to maintain password confidentiality by not sharing passwords with others.
- Employees may not move computer equipment or peripheral devices or make modifications to computer hardware or configurations.

INTERNET/NETWORK USE

- Access to the district's Network/Internet shall be made available to employees primarily for instructional and administrative purposes and in accordance with district policies.
- Use of Crosby ISD electronic communications systems shall not be considered confidential and is monitored 24 hours a day. There is no expectation of privacy. All Internet activity is monitored.
- Participating in on-line auctions, shopping, trading, selling or gambling is prohibited.
- Employees are not allowed to access the Internet through a modem.
- Employees cannot connect personal equipment such as but not limited to; access points, laptops, computers, printers, data cables and personal phones without approval from the Director of Technology.
- Employees are prohibited from connecting to access points that are not on district property (ex. rouge access points that may be in a home or business in proximity to school district property).
- Accessing the Internet through an outside provider such as AOL is prohibited.
- Any activity that is immoral or contrary to the high moral standards, which must be maintained in an educational setting, is prohibited.
- System users may not disable, or attempt to disable, a filtering device on the district's network. Users cannot access sites that hide their identity.
- Communications may not be encrypted so as to avoid security review by system administrators.
- Accessing, copying, or transmission of any material in violation of any U. S. or state regulation is prohibited.
- Employees are prohibited from using computers and the network in a way that would harm another person or disrupt use of others (hacking, uploading/creating viruses, and/or committing any type of electronic or physical vandalism/theft).
- Employees are prohibited from storing videos or music on district computers or servers. Any personal files that are found will be deleted.
- Employees are prohibited access to any and all file-sharing sites (especially for the purpose of downloading music and videos) is forbidden unless express permission for that particular site on that particular occasion is sought from the Director of Information Systems and granted.
- Employees are prohibited access to any and all so-called "personal space / social networking" websites for on-line discussions (live or posted) and the posting of personal information (through BLOGS and such) is strictly forbidden.
- Employees are prohibited from taking un-approved videos/photos of people and events at school and/or the posting of such on any website.

SECURITY

- Teachers are not allowed to let students or other staff members use their network account. Account owners are responsible for all activity under their account. Users should protect their password to ensure system security and their own privilege and ability to continue use of the system.
- All users are required to log off or lock their computer when not in use.
- Staff members are required to report to the Technology Department information on the Network/Internet that is inappropriate.

CONSEQUENCES OF AGREEMENT VIOLATION

Any attempt to violate the provisions of this agreement may result in revocation of the employee's access to the Network/Internet. In addition, school disciplinary action and/or appropriate legal action may be taken. With just cause, the building principal and/or designee, may deny, revoke, or suspend Network/Internet access as required, pending an investigation. Access to pornographic related material is grounds for termination. Prosecution and/or termination of user privileges will occur without warning. Any attempt to break the law through the use of a Crosby ISD Network/Internet account may result in litigation against the offender by the proper authorities. If such an event occurs, Crosby ISD will fully comply with the proper authorities to provide any information necessary for the litigation process.

PROPER USE OF E-MAIL

Electronic mail is a service provided to employees of the district to assist them in the performance of their duties. Communication that is job-related fulfills this purpose and constitutes proper use. District employees bear the responsibility and liability that arises from the use of district e-mail systems for personal reasons. General rules and standards for professional behavior and communications apply to all use of electronic communications.

E-MAIL GUIDELINES

Network administrators review files and communications on a regular basis to maintain system integrity and to ensure that staff members are using the system responsibly. **All emails that are sent and received are retained for five years.** Users are not to expect that files stored on district servers will be private. Follow the district's record retention policy to maintain all e-mail communication.

The following behaviors are **NOT PERMITTED** on district networks:

- Accessing web based e-mail due to network security reasons
- Sending or forwarding e-mail messages without a legitimate district business
- Sharing confidential information about students or other employees
- Sending or soliciting messages or pictures that are obscene, that harass, insult or attack others
- Sending messages to promote a religious, political or other personal position.
- Use for the purpose of product advertisement, commercial, income generating or "for profit" activities
- Conducting personal business
- Use of district e-mail by non-district employees without authorization by the director of technology and/or campus administrator
- Engaging in practices that threaten the network (i.e., loading files that may introduce a virus)
- Sending copies of documents in violation of copyright laws
- Using others' passwords without permission
- Intentionally wasting limited network resources
- Forwarding articles, chain letters, jokes or other e-mails, which is considered spamming
- Forgery of electronic mail messages

- Reading, deleting, copying, or modifying the electronic mail of other users, without their permission
- Do not send campus wide e-mails without principal/supervisor approval. The date of approval from the supervisor must be included in the e-mail.
- Do not send district wide e-mails without Superintendent approval. The date of approval from the supervisor must be included in the e-mail.

ETIQUETTE

The use of e-mail works best when each user is considerate of others on the network. The following suggestions are provided to make users aware of what is called good "Netiquette".

The following standards apply:

- Always include a concise phrase describing your e-mail content on the subject line.
- Keep paragraphs and messages short and to the point.
- Keep the message simple - use attachments or shared drives for lengthy documents.
- Be professional and careful about what you say to others.
- Use humor with care. Without face-to-face communication, a joke may be viewed as a criticism if the sender is not well known to the recipient.
- Observe organizational relationships when corresponding.
- Send replies only to the specific person or persons who need to see them.
- Not every communication is appropriate for e-mail. Difficult or negative messages are best conveyed person-to-person.
- Proofread your message before clicking SEND, and think about how the message will be interpreted by the recipient.
- Keep messages remaining in your mailbox to a minimum.
- Cite all quotations, references, and sources.

Legal Responsibilities

Crosby ISD staff members must comply with all state, federal and international laws concerning copyright, intellectual property rights, privacy laws as well as district policies and guidelines.

The below notice of confidentiality will be placed in all staff members' signature file:

NOTICE OF CONFIDENTIALITY: This electronic mail transmission may contain confidential information, belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, use, or taking of any action on reliance of the contents of this electronically-mailed confidential information is strictly prohibited and may violate Crosby ISD Board policy (legal) and the Family Education Rights and Privacy Act (FERPA). If you have received this electronic mail in error, please notify us by telephone immediately to arrange for return and correction of internal records; in addition, please delete the original message.

Disclaimer

The district shall not be held liable for the following:

- Author's inappropriate use of district's electronic communication resources
- Negligence or violation of policies and/or AUP
- Author's abridgement of copyright
- Unauthorized cost incurred by authors

The Director of Technology will report inappropriate behaviors, complaints and/or violations to the employee's supervisor who will take appropriate disciplinary action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Guidelines for Records Management Requirements for Electronic Mail

Section 1: Introduction

These guidelines apply to any electronic mail messages created, received, retained, used, or disposed of using the Crosby ISD electronic mail system.

These guidelines do not supersede any state or federal laws, or any other Crosby ISD policies regarding confidentiality, information dissemination, or standards of conduct.

Section 2 General Guidelines

Use of e-mail is a privilege, not a right. Abuse of the privilege may result in appropriate disciplinary action. Employees need to keep in mind that all e-mail is recorded and stored along with the source and destination. Administration has the ability and right to view employees' e-mail. Recorded e-mail messages are the property of Crosby ISD and therefore the taxpayers of the State of Texas. Thus, they are subject to the requirements of the Texas Public Information Act and the laws applicable to state records retention and should not be considered private. Employees should be aware that when sending an e-mail message of a personal nature, there is always the danger of the employees' words being interpreted as official Crosby ISD statement; the employee should use the following disclaimer at the end of the message:

ADD OUR DISCLAIMER

NOTICE OF CONFIDENTIALITY: This electronic mail transmission may contain confidential information, belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, use, or taking of any action on reliance of the contents of this electronically mailed confidential information is strictly prohibited and may violate Crosby ISD board policy (legal) and the Family Education Rights and Privacy Act (FERPA). If you have received this electronic mail in error, please notify us by telephone immediately to arrange for return and correction of internal records, in addition, please delete the original message.

Section 3 Retention Requirements

Crosby ISD's approved retention schedule lists the record series that are created and the retention period for each series. It is the content and function of an e-mail message that determines the retention period for that message. All e-mail sent or received by a Crosby ISD employee is considered a state record. Therefore, all e-mail messages must be retained or disposed of according to the Crosby ISD retention schedule. E-mail generally falls into several common record series categories. These are:

- **Policy and Programs:** Messages relating to the development of district policy or programs. **Retain for 5 years.**
- **Administrative Correspondence:** Incoming/outgoing and internal correspondence, in any format, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of Crosby ISD and the administrative regulations, policies and procedures that govern them. **Subject to archival review. Retention: 2 years.**
- **General/General Correspondence:** Correspondence and internal memos involving routine matters should be retained only as long as they are needed. **Retention: once the correspondence is no longer needed, it can be destroyed.**
- **Correspondence Containing Other Records:** Correspondence containing records that should be categorized as something other than mere correspondence should be kept in folders that reflect the nature of those records.

Section 4 User Responsibilities

It is recommended that the user of the e-mail system to manage and maintain e-mail messages according to the Crosby ISD retention schedule. Names of sender, recipient, date/time of the message, as well as any attachments must be retained with the message.

Section 5 Maintenance of Electronic Mail

Records created using an e-mail system may be saved for their approved retention period by one of the following:

1. **Print message and file in appropriate hard copy file.**
2. **Place in person Archive folders which are saved on the server.**

**Network/Internet Use Agreement
(For District Personnel-Signature Page)
Return to Technology Services**

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or termination of user privileges will occur without warning.

It is possible for all users of the worldwide Internet (including school-age children) to access information that is intended for adults. As an employee of Crosby ISD, I will use the district Internet connection only for purposes consistent with the goals and objectives of the district and make every effort to ensure that students do the same.

I, _____, (printed employee name) have read the Internet Acceptable Use Policy, understand it, and agree to adhere to the principles and procedures detailed within. I understand and accept the conditions stated above, and agree to hold blameless, and release from any liability, the Crosby ISD, the sponsoring school, its subcontractors, and employees.

I understand that I as a network user in making electronic contact with others am expected to use good judgment and follow the Internet Acceptable Use Policy printed in the employee handbook. Violation of any provision of the Internet Acceptable Use Policy could incur disciplinary action by the district as well as loss of privileges on the Crosby ISD Network.

I understand that sites being accessed by users and electronic communication may be monitored at any time.

Employee signature: _____ Date: _____

Campus/Department: _____

<p><i>Office Use Only</i></p> <p>User name: _____ Password: _____</p> <p>Date of Training: _____</p>

(Note: After the mandatory training is completed, this agreement should be signed and returned to the Technology Department. On receipt, access privileges to the Internet will be granted.)
