Palmer ISD School District Employees Guidelines for Acceptable Use of Technology Resources

These guidelines are provided so that PISD employees are aware of the responsibilities they accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access.

In general, this requires efficient, ethical, and legal utilization of all technology resources.

1. Expectations

a. Use of computers, other technical hardware, computer networks, and software is only allowed when granted permission by the employee's supervisor.
b. All users are expected to follow existing copyright laws.
c. Although the District has an Internet safety plan in place, employees are expected to notify their supervisor or the director of technology whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
d. Employees who identify or know about a security problem are expected to convey the details to their supervisor or the director of technology without discussing it with others.
e. Employees are responsible for securing technology devices when not in use and for returning them in good working condition.

2. Unacceptable Conduct (includes the following, but is not limited to):

a. Using the network for illegal activities, including copyright or contract violations, or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
b. Using the network for financial or commercial gain, advertising, or political lobbying.
c. Accessing or exploring online locations or material that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
d. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Bypassing internet filtering is strictly prohibited as is use or possession of hacking software.
e. Causing congestion on the network or interfering with the work of others, e.g. chain letters or broadcast messages to lists or individuals.
f. Intentionally wasting finite resources, i.e., online time, real-time music.
g. Gaining unauthorized access anywhere on the network.
h. Revealing the home address or phone number of one's self or another person.
i. Invading the privacy of other individuals.
j. Using another user's account, password, or ID card or allowing another user access to your account, password, or ID.
k. Coaching, helping, observing, or joining any unauthorized activity on the network.
l. Forwarding/distributing email messages without permission from the author.
m. Posting anonymous messages or unlawful information on the system.
n. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, slanderous.
o. Falsifying permission, authorization of identification documents.
p. Obtain copies of or modify files, data, or passwords belonging to other users on the network.

q. Knowingly placing a computer virus on a computer or network.

3. Acceptable Use Guidelines

a. General Guidelines

1. All employees will have access to all available forms of electronic media and communication that is in support of education and research, and in support of educational goals and objectives of the District.
2. Employees are responsible for their ethical and educational use of the computer services in the District.
3. All policies and restrictions of the PISD computer/network services must be followed.
4. Access to the District's data network is a privilege and not a right. Each employee will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to PISD computer online services.
5. The use of any PISD computer online service in the District must be in support of education and research and in support of the educational goals and objectives of the District.
6. When placing, removing, or restricting access to specific databases or other PISD network services, school officials shall apply the same criteria of educational suitability used for other education resources.
7. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: student or other confidential information, copyrighted material, threatening or obscene material, and computer viruses.
8. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the technology administrator will be considered an act of vandalism and subject to disciplinary action in accordance with Board policy.

b. Network Etiquette

1. Be polite.
2. Use appropriate language.
3. Do not reveal personal data (home address, phone number, and phone numbers of other people).
4. Remember that other users of the PISD computer services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

c. Email

1. Limited Personal Use.
2. Email transmissions, stored data, transmitted data, or any other use of the PISD computer services by employees or any other user will not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
3. All email and all contacts are property of the District.

d. Consequences

Then employee, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use. Noncompliance with the guidelines published here in the Employee Code of Conduct and in Board policy CQ may result in suspension or termination of technology privileges and disciplinary action. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the District.

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications using District equipment and network access is governed by the Texas Open Records Act, therefore, when legally requested, proper authorities will be given access to their content.

Palmer Independent School District Employees Agreement for Acceptable Use of PISD Technology Resources

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Employee Name (print)

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School/Location

I have read the Employee Acceptable Use Guidelines for Palmer ISD (listed in this handbook).

I agree to follow the rules contained in these guidelines. I further understand that electronic mail transmissions and other use of the electronic communications systems, including the Internet, are not private and may be monitored at any time by the District staff to ensure appropriate use, as defined by the Acceptable Use Guidelines. I understand that violations can result in disciplinary action such as denial of access privileges, change in employment status, appropriate legal action, and/or termination of employment.

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Employee Signature

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Date