

# Hardin-Jefferson Staff Acceptable Use and Internet Safety Policy

The following policy for acceptable use of District computers and networks, including the Internet and email, applies to all Hardin-Jefferson Independent School District staff members.

## GENERAL POLICIES:

- The purpose of the staff account is to access the Hardin-Jefferson ISD network and the Internet to facilitate community building in the District and to support the District's educational goals.
- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. H-J ISD reserves the right to withdraw account privileges at any time for any reason or no reason at all.
- H-J ISD staff has the authority to monitor all accounts to include tracking the amount of time staff members spend using resources. The District reserves the right to access, review, copy, modify, delete, or disclose user files to ensure appropriate use.
- Certain sites that contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by the District, may be blocked.
- Limited personal use is permitted if the use imposes no tangible cost to the District, does not unduly burden the District's computer or network, and has no adverse effect on a staff member's job performance.
- All computer files, documents, and email are subject to the Open Records Act and may be retrieved without notice.
- Users are required to delete outdated files on a regular basis from the District server.
- The Hardin-Jefferson ISD specifically denies any responsibility for the accuracy or quality of the information obtained from public networks such as the Internet.
- All staff members conducting classroom student activities in a computer lab must accompany their students to the lab and supervise them during this time. The staff member is responsible for their actions while on the District network.

## DO NOT:

- Disable, attempt to disable, or bypass content filtering devices on the network, including the use of proxies to visit blocked websites or encrypting communications.
- Log on to a computer or email system by using another user's password or assist others in violating this rule by sharing information or passwords.
- Delete, examine, copy, or modify files, resources, email, and/or data of another user without his/her permission.
- Illegally access and manipulate information of private databases/systems such as grade books.
- Participate in vandalism, theft or destruction of hardware or data, copyright infringement, software piracy, or any other activity prohibited by District policy.
- Use, or connect to the network, personal devices such as personal laptops, handheld devices, and external hard drives.
- Attempt to access the network through technologies such as cellular, broadband or Bluetooth.
- Modify or add network devices of any kind, including wireless access points, hubs, switches, or routers.
- Use your network account for non-school related activities, including using the Internet for financial gain, for purchasing products or services, or for political activity.

## PRIVACY

Network administrators may review communications to maintain system integrity to ensure that staff members are using the system responsibly. The network administrators will deem what is inappropriate use and their decision is final.

## COPYRIGHT/WEB PAGES

All users are responsible for adhering to existing copyright laws and District policy pertaining to software, resources, references, video, sound and graphics.

Approved links created by H-J ISD employees that reside off the H-J servers must contain a link that will automatically prompt the following disclaimer: You are leaving the H-J ISD webpage, thank you for visiting our site.

## EMAIL AND SOCIAL NETWORKING

Staff members are granted a district email account. Users are expected to remain within allocated disk space and delete email or other material, which take up excessive storage space. The District reserves the right to delete user emails after a predetermined period of time.

Staff members may not access the following using District computers or networks:

- Social media , such as Facebook (including but not limited to blogs, discussion forums, RSS feeds, wikis, and message boards) unless they are within a District-approved, safe, secure, curriculum-supported learning activity.
- Non-school sponsored chat rooms and instant messaging services.

Messages sent by staff members may not:

- Contain abusive or threatening language.
- Support cyber bullying.
- Be sent anonymously or under a false identity.
- Contain any support of any type of political party or candidate.
- Contain expressions of bigotry or hate, profanity, obscene comments, or inappropriate materials.

### **CONSEQUENCES**

Violating any of the guidelines listed above can result in:

- Restricted computer and/or network access.
- Losing your network account.
- Disciplinary or legal action including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws.

The campus and district administrators will deem what is considered to be inappropriate use of the network. They may request that an account be closed at any time. In addition, the district and campus administrators may request that the network manager deny, revoke, or suspend any staff member's computer use.

### **SOFTWARE**

Please contact the District Technology Department before installing or reinstalling any software on District computers. The illegal installation of copyrighted software or files, on District computers is prohibited. Only software approved, licensed and/or purchased by District should be installed on District computers. Proper licensing documentation must be maintained.

### **DISCLAIMER**

The District shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, user's mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed 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.

### **ACKNOWLEDGEMENT OF RIGHTS AND RESPONSIBILITIES**

I have read the terms and conditions for use of H-J ISD Internet access as stated in the Acceptable Use Policy for Staff. I understand and will abide by the stated terms and conditions. I further understand that violation of the regulations is unethical, grounds for disciplinary action, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, other disciplinary action imposed, and/or appropriate legal action taken.

Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Campus: \_\_\_\_\_

Date: \_\_\_\_\_

**Updated August 2011**