

Snyder Independent School District

Employee Acceptable Use of Technology Standards and Use Agreement

1. Purpose of Standards and Use Agreement

- i. Communications and computer technology at Snyder ISD are provided and maintained for instructional, educational and administrative purposes only. These implement Board Policy CQ (Legal), establish the standards for Employees' Acceptable Use of Technology, and govern the use of these technologies by employees during the performance of their job functions.

2. Access to Technology Equipment and Services

- i. Access to technology is provided to facilitate the instructional and administrative tasks performed by District employees and volunteers. The level of access provided will coincide with the requirements of each employee's job functions.
- ii. Computer files and communications over electronic networks, including e-mail, voice mail and Internet access, are not private. This technology should not be used to transmit confidential information about students, employees, or District business.
- iii. To ensure proper use, the Superintendent/designee may monitor the District's technological resources, including e-mail, voice mail systems and Internet usage, at any time without advance notice or consent.

3. Acceptable User Policy

- i. It is a general policy that online communication is to be used in a responsible, efficient, ethical, and legal manner in support of education, business and/or research and within the educational program and goals of the Snyder ISD. The use of electronic information resources is a privilege, not a right. Each user is personally responsible for this provision at all times when using electronic information services.
- ii. Superintendent, Assistant Superintendents, Administrators, Principals, or Department Heads may set more restrictive guidelines for employees in their area of responsibility.
- iii. While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. Snyder ISD does not have control of the information on commercial electronic information services or the information on the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.
- iv. Should an employee see any unacceptable materials or inappropriate use, he/she shall notify an administrator or a supervisor immediately. Report any instances where the Acceptable Use Policy or security may be violated. Report inappropriate Internet Web sites to Technology Department so that access to the sites can be blocked in the future.
- v. If there is any doubt as to the appropriate use of a District-provided electronic system, review the use in advance with a supervisor and/or a member of the Technology Department.

4. Proper Use and Care

- i. Before operating any equipment, users will be made familiar with the basics of safety and damage prevention, and or trained on proper care and operation. Users will be individually assessed to determine their technical capabilities, and will be properly trained and supported by the Technology Department, as systems are issued for their use.
- ii. Many users, especially at school sites, will be sharing systems as part-time users. In this scenario, subsequent users will suffer if systems are mis-configured or damaged by previous users. In some cases, special software is used to protect essential system configurations, requiring each user to log-on individually, and enabling only the services for which the user is authorized.
- iii. Equipment abuses are unacceptable whether out of frustration, misuse, negligence or carelessness. Users are responsible for damage to or loss of District equipment. District vandalism policies apply, making users liable for intentionally inflicted damage.

- iv. Users should not attempt repairs without authorization or support from designated District or school personnel. Volunteers – parents, family members, or friends – are not authorized to attempt repairs on District equipment.
- v. Guidelines for the care and use of computer software are similar to hardware policies. Users are responsible for damage to or loss of District software systems. District vandalism policies apply to software as well, making users liable for intentionally inflicted damage. Changing computer settings can be considered vandalism. All computers are pre-configured for operational use. Changing settings can hinder use.
- vi. Users shall not install or modify applications without approval and support of the Technology Department or designated technology teachers or support staff. Any unauthorized changes to systems, operating software, application software, or hardware configurations will be reversed when discovered by technology or instructional staff. File-sharing software cannot be installed or used on district computers for the purpose of illegally sharing copyrighted materials such as music, images and software. This type of software is often used to “pirate”, or illegally copy, music across the Internet. These Napster-like software packages are distributed under many different names including Gnutella, WinMX, Kazaa, LimeWire, Morpheus, and others. The use of this type of software is illegal when used to share copyrighted material. The most common use is the illegal “swapping” of music encoded in the MP3 format and is a violation of U.S. copyright laws.
- vii. Users shall not download or install copyrighted software without proper licensing. Non-licensed software will be deleted.
- viii. In order to ensure proper configuration and to safeguard network security and performance, users should not attach computers, printers, network equipment (including wireless access points), or other types of hardware to the District’s network without prior approval and support of the Technology Department. Any equipment found to be in violation of this policy will be immediately disconnected.

5. Personal Responsibility

- i. All technology equipment is District property and is provided for instructional or administrative use only. Personal use is limited in the same manner as other similar District property – telephones, copiers, postage, office supplies and instructional materials. Supervisors will provide guidance as to the appropriate level of personal use.
- ii. The same guidelines that currently apply to magazines, books, videos, or other materials apply equally to Internet use. Board policies on sexual harassment, civility, and commercial activity apply to all technology or electronic activities.
- iii. The conduct of personal business, including buying and selling products or promoting services, using District resources is not allowed. In addition, District electronic resources cannot be used to conduct political or religious activities. District e-mail cannot be used to advertise or solicit for non-district sponsored events.
- iv. The District maintains a public Internet site and an in-house Intranet site. All materials published on these sites must follow the same Board Policies and Education Code Sections that apply to printed material. These policies include restrictions on the content, nature, purpose, and volume of information to be published. Intranet pages are provided for District employees and students only. Any information to be posted on the public Web site or in-house Intranet site must be approved through administrators (or their designee) and the District’s Technology Department. Restrictions apply to links to other sites that may not be appropriate and to personal information or pictures of students without parental consent. Specific Web site guidelines are established and available through the District’s Communications Department.
- v. Do not store personal files or applications on District media.

6. Security and Passwords

- i. To maintain security, users are issued unique User ID’s and passwords to enable their access. Do not use other people’s passwords. Do not write down a password where others can see it, and change passwords regularly as recommended.

7. Penalties for Violations

- i. Violation of the Acceptable Use Policy may result in a reduction or loss of access privileges. In many cases, access privileges may be essential to job functions. Additionally, those failing to follow the guidelines contained in these procedures may face disciplinary action in accordance with state law and Board policy.

8. Employee Acknowledgement

- i. All employees of Snyder ISD who have access to District technology will be required to annually acknowledge that they have received this Operational Letter, read it and accept the guidelines.

Employee Acknowledgement

I have received, read, and accept the guidelines in the Operational Letter on Employee Acceptable Use of Technology.

Print Name

Signature

Date
