

Friendswood Independent School District
Policy for Acceptable Use of Computers and Networks
Staff Policy

The following policy for acceptable use of computers and networks, including the Internet and e-mail, applies to all Friendswood Independent School Districts (ISD) employees.

Friendswood ISD Electronic Communications Systems

The Friendswood ISD electronic communications systems consist of desktop workstations, laptops and portable computers, file and application servers, network routers and switches, and a variety of peripherals and accessories. The Friendswood ISD Policy for Acceptable Use of Computers and Networks refers to, covers, and protects these items in part or in whole, including laptop and portable computers taken outside district property and beyond district content filtering.

The Superintendent or designee will oversee the district's electronic communications system. The district will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. The Friendswood ISD Administrative staff shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes. Training in the use of the district's systems will emphasize the ethical and safe use of these resources.

System Access

- 1) Access to the district's electronic communications systems, including the Internet, shall be considered a privilege and not a right, and therefore may be revoked for just cause.
- 2) Use of district systems, including internet use, email messages, and conferences are not considered private and may be monitored by district staff and subject to open records requests.
- 3) All users are required to acknowledge receipt and understanding of all administrative regulations governing use of the district's electronic communications systems and shall agree in writing to comply with such regulations and guidelines.
- 4) Noncompliance with applicable regulations may result in disciplinary action consistent with district policies and regulations, including but not limited to revocation of access to the district systems in part or in entirety. Violations of law may result in criminal prosecutions.
- 5) Access to the district's electronic communications systems, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.
- 6) Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks. Any attempts to harm or destroy the information or data of another user will result in the immediate cancellation of the user's access and privileges.
- 7) Users shall not let anyone else use their name, logins, or passwords except by or with the approval of authorized staff members. Users shall not use or try to discover another user's logins or passwords. Users shall not communicate using a false identity.
- 8) Users shall not utilize the district's electronic communications systems in any way that disrupts the use of any computers or networks by others.
- 9) System users may not gain or attempt to gain unauthorized access to resources or information.
- 10) Friendswood ISD filters internet and email content in accordance with the Children's Internet Protection Act (CIPA). Users shall not attempt to bypass or disable district content filters. Certain webpages may be unblocked upon request to Technology Services depending on content and technical capability.

Acceptable Use

- 1) District staff will strictly supervise students distributing personal information about themselves or others by means of the electronic communications systems. Students can do this only with prior approval from a staff member and parent or guardian.

- 2) All users of the Friendswood Independent School District's computers and networks are expected to abide by the generally accepted rules of network etiquette and applicable district policies. Users shall not attempt to send or receive any communications that are inappropriate or harmful to individuals or groups or in violation of federal, state, or district regulations. This includes, but is not limited to:
 - a. Copyrighted material
 - b. Inappropriate language
 - c. Threatening or racist material
 - d. Obscene, pornographic, or sexually oriented material
 - e. Commercial material or product advertisements
 - f. Political lobbying
 - g. Illegal activities
- 3) In order to protect and reserve bandwidth and other resources for educational use, students (including those who are in a school building before or after school) may not:
 - a. Download software (i.e. a program), regardless of educational purpose.
 - b. Download any file without prior teacher approval.
 - c. Play interactive web games without prior teacher approval.
 - d. Participate in chat rooms or instant messaging applications.
 - e. Browse the Internet without a curriculum objective and supervision of a district employee.
 - f. Print anything not required by the curriculum.
- 4) Unless directly related to the completion of assigned responsibilities, district staff may not:
 - a. Download software (i.e. a program).
 - b. Play interactive web games.
 - c. Participate in chat rooms or instant messaging applications.
 - d. Browse the Internet during school hours.
 - e. Send or receive personal e-mail with attachments during school hours.
 - f. Send mass e-mail messages, chain mail, jokes, prayers, or advertisements.
- 5) Limited personal use of the district's electronic communications systems by employees shall be permitted if the use:
 - a. Imposes no tangible cost on the District.
 - b. Does not unduly burden the District's computer or network resources.
 - c. Has no adverse effect on an employee's job performance or on a student's academic performance.
- 6) At no time, during or after school, may staff members allow a student to use the Internet as a reward or to fill free time. Use is only for curriculum objectives. Staff is responsible for monitoring student use.
- 7) Users shall not install, transfer, or make unauthorized copies of software or documentation without permission from Technology Services.
- 8) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code or virus designed to self-replicate, damage, or otherwise hinder the performance of any network or computer.

Email

- 1) District employees will respond by telephone to any outside party who sends an e-mail communicating a problem or concern that would require more than a brief factual response. E-mail will only be used to provide outside parties with information.
 - a. E-mail may not be used to communicate about a potentially volatile situation or one that requires extensive explanation.
 - b. If the employee is out of the office, the outside party may receive an "auto reply" e-mail, indicating that the message has been received but cannot be responded to immediately. The employee receiving the initial e-mail may have his or her secretary, assistant, or designee respond to the sender, explaining that the sender will receive a phone call from the employee within the next available business day.
 - c. District employees will not respond to anonymous e-mail messages.
- 2) Students are not permitted to access personal email accounts using district computers or networks, regardless of educational purpose.
- 3) Friendswood ISD staff may arrange for email, electronic communications, and electronic storage accounts for students from an outside vendor on a limited basis for instructional purposes only. As the district provides these accounts, they are considered to be district accounts, not personal accounts, and therefore governed by applicable district policies. All communications and data accessible from these accounts are not considered to be private and shall be monitored by district staff. These accounts shall be secured so that they are not able to send or receive communications or data other than from accounts belonging to the class/group for which these were provided.

- 4) The district email system, also known as FirstClass and Pony Express, may not be used to promote, advertise, or solicit for-profit sales of products or services, including the "parties" at which these items are sold. This includes but is not limited to kitchenware, cosmetics, jewelry, items purchased for resale purposes, and other types of "side" businesses. Items for sale as part of a sanctioned fundraiser or other school business are permitted.
- 5) Except for official school business, district email may not be used to request or offer recommendations for providers of goods or services or to identify specific business by name.
- 6) One particular conference for the entire district, and no other conference, will be identified and may be used by employees specifically for the sale of personal property, such as furniture, clothing, autos, or other garage sale-type items. No staff member is required to view this conference or any messages posted within. Messages posted to this conference will automatically be deleted after seven days. Employees may re-post an item for sale after seven days.
- 7) Messages in violation of this or other district policies may be archived and/or deleted without notification.

Disclaimers

- 1) Friendswood ISD and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, and intrusion by computer virus, or service interruption.
- 2) Use of any information obtained via network access is at the risk of the user, and Friendswood ISD specifically denies any responsibility for the accuracy or quality of the information obtained.
- 3) Friendswood ISD cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- 4) Friendswood ISD is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or for costs incurred by users through use of Friendswood ISD's electronic communications systems.
- 5) The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications systems.

**Friendswood Independent School District
Policy for Acceptable Use of Computers and Networks
Employee's Agreement**

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Friendswood Independent School District (ISD) Policy for Acceptable Use of Computers and Networks. I understand that to gain or retain access to the Friendswood ISD computer network systems, I must sign and submit this form as directed. I further understand that any violation of the Policy for Acceptable Use of Computers and Networks is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I as a staff member agree to abide by the rules and standards addressed in this policy as it pertains to me and to help ensure that students also abide by these rules and standards as well. I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

PRINTED Staff Member Name _____

Staff Member Signature _____

Campus/Location _____

Date ____/____/____