

# Bushland ISD



## Employee Acceptable Use Policy 2018-2019

## Bushland ISD Employee Acceptable Use Policy

### Purpose and Content:

Bushland ISD provides administrators, staff, and students with a system to promote educational excellence. The district's purpose is to prepare students for success by providing them with access to a wide range of information. Employees **will use** the system, computers, and devices as educational tools to add to and/or supplement instruction, enhance productivity, and to communicate with students, parents, peers and the community.

To keep our network, computers, and devices in the best working order it is critical that you read, fully understand, and abide by all aspects of the Bushland ISD Employee Acceptable Use Policy and Technology Procedures. This policy encompasses, but is not limited to:

- Any and all computers and devices owned by Bushland ISD
- Any and all peripherals attached to any network computer or device (ex. Keyboards, monitors, mice, printers, scanners, digital cameras, document cameras, projectors, video cameras, TVs)
- All servers attached to the Bushland ISD network
- Any and all computer programs, software, or online subscriptions licensed to Bushland ISD with Technology Department authorization
- Any and all software installed (with Technology Department authorization)

### Accounts and Files:

- Employees will be assigned individual accounts for network and Internet access.
- Files saved to "My Documents" cannot be recovered should the computer malfunction. It is the responsibility of the employee to save files to a flash drive or to Google Drive.
- **Do not share your account username or password with anyone (this includes your own children who are students at Bushland ISD).**
- Do not allow anyone else to use your account and do not use someone else's account
- **Do not leave your computer unattended at any time. If you must leave your computer for any amount of time, either log off or lock the computer. (Control+Alt+Delete will allow you to choose to log off or lock the computer).**
- The user is responsible, at all times, for the proper use of their accounts.

- Employees will make every effort to abide by all proprietary and copyright laws. Bushland ISD accepts no responsibility for a user's violation of copyright restrictions or other laws, a user's mistakes of negligence, and costs incurred by users.

### Access:

- The Bushland ISD network and Internet services are not private. Data or users may be monitored by the Technology Department or district administrators at any time to ensure proper use.
- The district will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the district's system.
- Although Internet access is filtered, it is possible that users may run across areas of adult content or material that might be objectionable. Bushland ISD administrators, teachers, and staff will make every effort to educate and guide students in the proper use of the Internet; however, it is impossible to control all materials on the global network. It is imperative that the user be held accountable for the appropriate utilization of the technology.

### Usage:

- Use of Bushland ISD computers, devices and networks must be in support of education and research, and be consistent with the educational objectives of the district.
- Employees shall not use Bushland ISD devices, printers or copiers for personal financial gain, advertising, or prohibited political activities.
- Employees are not allowed to use personal devices to access the Bushland ISD network. Approval must be granted from the Technology Department.
- The Technology Department will not work on any personal devices for employees or students.
- Use of computers, devices, and networks must not interfere with acceptable use of other staff or students .
- Streaming of music or videos for purposes other than educational is prohibited.
- When using the Internet for classroom activities, a teacher will:
  - Select materials that are age appropriate and relevant to the course objectives.
  - Preview all sites for appropriateness prior to recommending the site to students or others.
  - Actively monitor students as they are utilizing computers or devices while in the classroom.

- Student use of district devices is at teacher discretion.
- Parent permission must be granted for any activities that include pictures or publishing student work to the district/campus/teacher webpage. This permission form is part of the Student Acceptable Use Policy and is on file. You can email Ashleigh Sheets or campus registrar at any time for an updated copy of the list.
- Employees are prohibited from transmitting any material in violation of any United States or other state organizational laws. This includes, but is not limited to, copyrighted material, threatening or obscene material, and material protected by trade secret.
- Employees are prohibited from intentionally accessing any objectionable material on the Internet. Should you unintentionally access objectionable material, you are expected to immediately discontinue the access and report the incident to the Technology Department.
- Employees are prohibited from creating or intentionally obtaining files, data, or e-mail that contains objectionable material. Objectionable material includes, but is not limited to, lewd or foul language or images, materials that are abusive, threatening, harassing or damaging to another's reputation, or information to assist in technology theft or misuse.
- Educational computer games are allowed when they are used to enhance the current classroom curriculum and align with state standards.
- Employees are prohibited from downloading or installing files or software unless permission is granted by the Bushland ISD Technology Department. All users must respect the legal protection provided by the copyright license to programs and data. Installation of unlicensed software will not be permitted under any circumstances.
- Users shall not distribute files or data that belong to someone else without permission from the owner of the file or data.
- User must respect the privacy of others. User shall not intentionally obtain copies of or modify files or data that belongs to anyone else without permission from the owner of the files.
- According to the Texas Election Code Section 255.003 it is unlawful for any school district employee to use any portion of the BISD system to produce or distribute political advertising in connection with an election. This section does not apply to communication that factually describes the purposes of a measure if the communication does not advocate the passage or defeat of the measure.

### Purchase of Software/Hardware:

When purchasing software or hardware, regardless of where the funds come from, the following procedure must be followed for technical support from the Technology Office.

1. Submit a request to the Principal for preliminary approval.
2. Upon approval, Principal submits to the Technology Department to determine compatibility.
3. Technology Department will perform appropriate research and contact Principal with compatibility information for final approval.

### Email:

- District e-mail accounts will be provided for staff.
- District e-mail accounts may be used for personal communication as long as it imposes no tangible cost to the district, does not burden the system, and has no adverse effect on an employee's job performance or student achievement.
- **Employee email may be monitored at any time by the Bushland ISD Technology Department or district administration.**
- Forgery or attempted forgery of e-mail messages or data is prohibited. Do not attempt to read, delete, copy or modify the e-mail or data of other network users.
- It is against Bushland ISD policy for an employee to use any portion of the Bushland ISD network to promote personal business for personal gain, **this includes e-mail.**
- **Employees will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.**

*Upon leaving employment, or upon request from the Superintendent, you must return any district-owned equipment or resources in your possession to the Technology Department. Key cards must also be returned to the Technology Department.*

## Bushland ISD Employee Agreement

### Acknowledgment of Electronic Distribution Bushland ISD Employee Acceptable Use Policy and Technology Procedures

The Bushland ISD Employee Acceptable Use Policy and Technology Procedures is now available online on the Bushland ISD website at [www.bushlandisd.net](http://www.bushlandisd.net). Hard copies are also available for viewing in each campus office.

I have chosen to:

- Accept responsibility for accessing the Employee Acceptable Use Policy and Technology Procedures by visiting the web address listed above.
- View a hard copy of the Employee Acceptable Use Policy and Technology Procedures at my campus.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Campus or Department: \_\_\_\_\_

I agree to follow the policies and procedures outlined in this document. I understand that if I violate any aspect of this policy I may face disciplinary action in accord with board policy.

I understand that my use of the district's technology resources is not private, and my activity may be monitored.

In consideration for the privilege of using Bushland ISD's technology resources, I hereby release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including without limitation, the type of damages identified in Bushland ISD's policy and administrative regulations. **I understand that this user agreement must be renewed each school year.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**