

Seguin Independent School District Acceptable Use Policy

SEGUINNET 2019 – 2020 Revised June 2019

The Seguin Independent School District Network (SEGUINNET) provides Internet and electronic communication access available to the staff and students in the Seguin Independent School District. We believe the Internet and electronic communication offer vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence in the Seguin Schools by facilitating resource sharing, innovation, and communication. Commercial use by individuals of the District's system is strictly prohibited. The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access

Access to the District's electronic communications system(s), including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations. Access to the District's electronic communications system(s) is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of the electronic communication system(s) by students and employees shall *not* be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

Internet Safety

The Seguin Independent School District:

- Controls students' access to inappropriate materials, as well as to materials that are harmful to minors;
- Ensures student safety and security when using electronic communications;
- Prevents unauthorized access, including hacking and other unlawful activities; and
- Restricts unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Filtering

Each District computer with Internet access shall have filtered Internet access that blocks entry to visual and text depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. An employee or student who gains access to such material is expected to discontinue the access as quickly as possible and to report the

incident to the campus/district technology staff.

Disclaimer of Liability

The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The Superintendent or designee will oversee the District's electronic communication system(s). Oversight of the posting of official district, campus, or division/department materials on the District's electronic communication system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

Training

Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of the District's acceptable use guidelines. Training for District's system(s) will emphasize ethical use of the system's resources.

Copyright

Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).

System Access

With the approval of the principal, or division/departmental supervisor or designee, users will be granted appropriate access to the District's system(s). Any system users identified as having violated District, campus, and/or division/department system acceptable use guidelines will be subject to disciplinary action consistent with District policies and regulations.

System(s) Coordinator's Responsibilities

The system coordinator(s) (principal, or division/department supervisor, or designee) for the electronic communication system(s) will:

1. Be responsible for the disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system(s).
2. Ensure that all users of the District's system(s) complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements shall be kept on file by the system coordinator.
3. Ensure that all employees supervising students who use the District's system(s) provide training emphasizing the appropriate uses of these resources.
4. Be authorized to monitor or examine all system(s) activities deemed appropriate to ensure proper use of the system(s).
5. Be authorized to set limits for disk utilization on the system(s), as needed.

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information/communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with District policies and regulations:

1. The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy.
2. System users may not use another person's ID or password.
3. Do not make a request that can generate product/service advertisements or solicit income for commercial or private entities.
4. System users shall maintain electronic information in accordance with established guidelines.
5. System users may not upload programs to the District's system(s) without appropriate authorization. Campus technologists or district technology department staff will perform installation of software only.
6. System users may not knowingly bring prohibited materials into the District's electronic communication system(s).
7. Supervise the use of electronic resources by students.
8. Employees should be aware that off-campus computer use may impact their effectiveness in the classroom and could result in disciplinary action consistent with District policies.
9. Students, staff, and guests with official SISD login credentials may connect personal electronic devices to the district's guest wireless network. The district will not be responsible for any non-district equipment *(e.g. Computers, Printers, Laptops, LCD Projectors, PDAs/Palm Pilots, Game Consoles, etc.). The district will not fix, repair nor troubleshoot non-district equipment.
10. **Procedure for Approval of Software for Instructional Use.**

Installation of software programs purchased with non-district funds must be approved (Use the district form.) by the Principal and Associate Superintendent of Technology. Installation of software will be performed by campus and/or district technology personnel. **Installation of non-instructional related software is not allowed and is strictly prohibited.**

Users who violate these standards may be subject to disciplinary action in accordance with District policy and/or legal actions.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of District policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited

Limitation/Termination/and/or Revocation of System User Access

The District may limit, suspend or revoke a system user's access to the District's system(s) upon violation of District policy or administrative regulations regarding acceptable use.

Warning

System users with access to the District's electronic communication system(s) should be aware that use of the system might provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, with respect to any services provided by the system(s) 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. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system(s).

Electronic Mail and Communication Systems

Electronic mail and other electronic communication systems is a required communication tool in both offices and classrooms. The following points are important to keep in mind:

1. The software and hardware that provides us electronic communication systems has been publicly funded. For that reason, it should not be considered a private, personal form of communication. Although we do not actively monitor electronic communications, the Open Records Act would govern the contents of any communication of this type. We will abide and cooperate with any legal request for access to email contents by the proper authorities. Electronic communication may be monitored by designated staff at any time.
2. Since email access is provided as a normal operating tool for any employee who requires it to perform their job, individual staff email addresses must be shared with interested parents and community members who request to communicate with staff in this fashion.
3. Since email access is provided for school business related use, please do not create or forward messages that have no educational or professional value including any and all content that is political in nature. An example would be any number of messages that show cute pictures or follow a "chain letter" concept or political action email from professional organizations. These messages should be deleted and the sender notified that messages of that nature are not appropriate to receive on your district email account.
4. Do not send messages to an entire staff when only a small group of people actually needs to receive the message.
5. System users who wish to distribute electronic information district wide using system resources other than email conferences/forums must submit the material to the Public Information Officer or designee. If approved, the Public Information Officer or designee will forward the electronic material to the appropriate electronic resource(s).
6. Attachments to email messages should include only data files. At no time should program files be attached due to software licensing requirements. In addition, there exists the real possibility that any program files received as attachments over the Internet may include viruses or other very destructive capabilities once they're

“launched” or started. If you receive an attachment like this, please delete the email message immediately without saving or looking at the attachment.

7. Subscriptions to Internet listservs should be limited to professional digests due to the amount of email traffic generated by general subscriptions. Please use your personal Internet account to receive listserv subscriptions of a general nature, if one is available. Seguin ISD allows staff to access webmail sites such as Yahoo and Google on a limited basis as long as it does not impact your instructional time. Do not download files from emails in your personal account.

8. Please notify the technology department if you receive unsolicited email, particularly if it is of a “hate mail” nature. We will attempt to track down the source of that email and prevent you from receiving any additional unsolicited mail.

Guidelines for Publishing to the Internet: Wikis, Blogs, Discussion Forums, and Content Management Systems for Seguin ISD (Adapted from Hillsboro School District, Hillsboro, OR.)

Teachers or other staff may create Wikis, Blogs, Discussion Forums, or Content Management System pages for use in class activities or to provide a resource for other teachers or staff members in the District. Staff publishers will be responsible for maintaining their class or educational resource Wiki, Blog, Discussion Forum, or Content Management System pages. Staff Wiki, Blog, Discussion Forum, or Content Management System pages must reflect positively upon the district and department or school. The teacher or staff member must complete and sign the SEGUINNET AUP.

Student Level

Students may create and publish Wikis, Blogs, Discussion Forums, and Content Management Systems pages on the SISD Web site as part of a class or school sponsored activity. Material presented on a student Wiki, Blog, Discussion Forum, or Content Management System must meet the educational objectives of the school-related activity, as well as follow District policy and guidelines. Personal Web pages are not allowed on the Seguin School District’s Web server.

Student pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to Seguin ISD." Student Wiki, Blog, Discussion Forum, or Content Management System may be removed at the end of the school year unless special arrangements are made. Parent must be notified and give written permission before their child can publish information on the Internet.

Google Suite for Education

District employees will have access to a suite of online applications, Google Suite, including Gmail, Google Docs/Drive, Google Sites, Google Calendar and other relating Google products. Seguin ISD’s Google Suite tools are intended for professional use only and are subject to all state and federal regulations regarding employee conduct, student access, and privacy.

Google Drive provides each student and employee with unlimited online storage that can be used for documents, images, presentations, videos, etc. In order to protect student privacy, at no

time should confidential student information be stored in an employee's online Google Docs/Drive.

I have read the District's SEGUINNET Acceptable Use Guidelines (AUG). I agree to abide by the provisions. I understand that violation of these provisions is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked with or without notice, school disciplinary actions may be taken and/or appropriate legal action may be taken. In addition, I expressly acknowledge being aware that the District has a right to monitor electronic mail, Internet history and other activity on my computer system,

Privileges – The use of the Internet and the email system is a privilege not a right. Inappropriate use will result in cancellation of those privileges. The system administrator(s) and/or the Assistant Superintendent of Information Systems and Instructional Technology, will deem what is inappropriate use and their/his/her decision is final. The system administrators(s) may close an account at any time as required or as deemed appropriate and without notice. The administration of Seguin ISD may request the system administrator(s) to deny, revoke, or suspend specific user accounts, with or without cause, for violation of SEGUINNET regulations and guidelines, or as a result of other disciplinary action against the user.

Requesting an Account – Requesting an account does not guarantee that an account will be given. Upon the issuance of an account, members will be given a user ID and password

Termination of Account – A member's access to, and use of, the SEGUINNET system may be terminated by the member sending written Notice to a system administrator. Accounts that are inactive for more than ninety (90) days will be removed along with that member's files without notice given to the member.

Your signature of receipt of the employee handbook is your acceptance to abide by the provisions as stated in this document.