



## **Brazosport Independent School District Employee/Agent Acceptable Use Agreement For Internet/Network Access and Email Use**

**Please read this agreement carefully. Sign and date the last page and return to the Personnel Department in the Administration building. Keep pages 1 through 6 for future reference.**

### **Mandatory Review**

To educate District staff on proper computer/network/Internet use and conduct, users are required to review these guidelines at the beginning of each school year. All District staff shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. These guidelines are included in the District's Employee Handbook. "Staff" shall be used in this document to refer to all District employees.

### **Definition of District Technology System**

The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies
- Email accounts
- Fax machines
- Copiers
- Servers
- Computer hardware and peripherals
- Software including operating system software and application software
- Digitized information including stored text, data files, email, digital images, and video and audio files

- Internally or externally accessed databases, applications, tools (Internet or District server based)
- District-provided Internet access
- District-filtered public Wi-Fi
- Virtual environments
- New technologies as they become available.

### **Internet/Network/Email Acceptable Use Agreement**

As an employee or agent of Brazosport ISD, you are being given access to the BISD network system. You will be given a unique identification and password that is your responsibility to keep secure. Do not reveal or allow any person to use your ID and password. If you suspect someone may know your password(s), please contact the BISD Technology Helpdesk for assistance.

Additionally, you will have Internet access through Brazosport Independent School District's Internet access portal. The Internet offers vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. With this opportunity comes responsibility. It is important that you read the District policy located on the BISD website, this agreement form, and ask questions if you need help in understanding them.

Please note that the Internet is a network of many types of communication and information systems. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. In the same respect, email received from outside sources can not be fully controlled. SPAM, or unsolicited email, is one of the single most widespread problems affecting technology resources and the Internet today. Please use caution when opening email from unknown senders and never give out your email address unless you know the source.

In order to minimize obstacles such as unwanted spam, file-sharing applications, viruses, and spyware, the BISD Technology Department has implemented processes to monitor these issues creating a more efficient delivery of technology. Be advised that these processes while providing quality service can reveal evidence of inappropriate computer usage or access of inappropriate sites/programs. Inappropriate use will result in the loss of the privilege of this educational and administrative tool. In addition, other disciplinary or legal action may occur, in accordance with District policies and applicable laws.

The smooth operation of the BISD network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that users are aware of the responsibilities they are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources.

## **Limitation of Liability**

1) The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for the financial obligations arising from a user's unauthorized use of the system.

2) Users will indemnify and hold the department and its respective district harmless from any losses sustained by the department as a result of intentional misuse of the system by user.

## **Future Updates and Changes to Brazosport Independent School District Acceptable Use Agreement for Internet/Network Access and Email Use:**

- An employee's or agent's, signature acceptance of the AUA implies agreement to any and all future updates to the District AUA Policy. The employee or agent must notify, in writing, the Director of Technology within 15 business days of the agreement update release date if there is any disagreement or conflict..
- All updates to the AUA Policy and Agreement will be posted on the BISD Intranet and Internet under Technology/AUA. For all updates, a global email will be distributed to all employees along with a written memo to each campus principal summarizing the current update.
- It is the employee's responsibility to review the change/update for acceptance.

## **Rules for Appropriate Use:**

**1) Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research consistent with the educational goals of the Brazosport Independent School District. Use of other organization's networks or computing resources must comply with the rules defined for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

**2) Privileges** - **The use of the Internet is a privilege, not a right, and inappropriate use will result in a possible cancellation of those privileges.** The Director of Technology, in accordance with the Superintendent and Board, will deem what constitutes inappropriate use and this decision of what constitutes inappropriate use is final. This document and any other applicable district policy or law governs any further consequence related to inappropriate use. The administration, faculty, and staff of the Brazosport Independent School District may request

the Director of Technology to deny, revoke, or suspend specific user access. Also, the Director of Technology may suspend or revoke access at any time for inappropriate use.

### **3) Rules for Appropriate Email Use:**

Email is a privilege and is provided for the purpose of exchanging information consistent with the mission of the Brazosport Independent School District. The following guidelines will ensure the proper use of electronic mail and define the responsibilities associated with the use of our computing resources.

- Messages relating to or in support of illegal activities are prohibited.
- The privacy of an email message is not guaranteed.
- Confidential information should not be sent by email.
- Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Although users possibly cannot control all email received, it is the user's responsibility to delete any email and/or attachments containing inappropriate content as soon as possible. Users may choose to consult with the Director of Technology for options to stop unsolicited inappropriate email. Users that follow the instructions to remove "received" inappropriate email will not be subject to disciplinary action.
- Email messages are subject to District review at any time.
- Email should not be used for official record purposes; however, please understand that email can be used for legal purposes, is considered a legal document, and may be subject to the Public Information Act.
- Email cannot be used for the sale of private or commercial offerings.
- Email cannot be used to solicit products or services.
- Email cannot be used for political or religious purposes.
- Email language should not be rude, angry, or inflammatory.
- Email chain letters are not allowed.
- Global emails must be approved. Permission for global mailing must be cleared 24 hours in advance through a written request to the Director of Technology.
- Campus group emails should have prior approval by Principal before distribution.

### **4) Internet/Network Acceptable Use:**

- BISD's Internet filtering device is not 100% accurate. The District can make no guarantee that all inappropriate content will be filtered. New websites are posted on the web every day; no filtering device will capture all or not block appropriate sites. If you access an inappropriate site, notify the Technology Department so it can be added to the filter. If you need access to a blocked site (for instructional or school business purposes only), you may submit a request to the Technology Department for review via the helpdesk system. Only sites used for work-related purposes will be considered for unblocking.

- Use of any tool to circumvent the internet filter is strictly prohibited. This includes using proxy servers or accessing other websites that allow you to bypass filters placed within our network.
- Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism will not be tolerated.
- Posting of personal addresses or phone numbers of students or colleagues is prohibited. Posting of student pictures with full names is prohibited.
- Physical or electronic tampering with computer resources will result in cancellation of privileges and possible disciplinary action.
- Deletion of any system operating file is strictly prohibited without written consent from Director of Technology. No system files shall be deleted at any time.
- All suspected viruses must be reported to Technology Department. Users shall not attempt to remove any suspected virus without direction from the Technology Department.
- Immediately notify Director of Technology if inappropriate material is accessed unintentionally.
- The following practices using District wide-area networks shall be prohibited:
  - any use of computing resources for commercial purposes, product advertising, political lobbying, or political campaigning
  - any use that disrupts the educational and administrative goals of the District
  - any use of a network account by anyone but the authorized owner of the account
  - access of materials that has been deemed inappropriate for school use
  - Use of any tool to circumvent the internet filter is strictly prohibited. This includes using proxy servers or accessing other websites that allow you to bypass filters placed within our network.
- Downloading from Internet: Staff and students shall not download or install any commercial software, shareware or freeware onto any device, unless they have written permission from the Technology Department.
- Downloading of browser-based apps and extensions: Apps and extensions for educational use are permitted. While staff and students have the capability to install apps and extensions to their devices, consideration needs to be given to each app/extension's Terms of Service and Privacy Policy. Specific attention should be paid to age restrictions and creation of accounts in accordance with CIPA/COPPA. The same consideration should be given to all online resources for educational use.
- Downloading of content or music clips by students shall be monitored at all times, must be only for direct instructional purposes, and must be legal.
- Audio or Video Streaming from Internet: Staff and students shall not access the Internet for streaming (live) audio (music, etc.); or video (clips, movies, etc.) unless the content is approved/authorized by BISD.
  - Free or paid personal subscription streaming services will be filtered on district devices. Such services should not be used for educational purposes as they violate an individual's service agreement.

- The District utilizes YouTube Restricted Mode which gives Staff full rights to view and approve videos. Each staff member has the responsibility to approve only videos appropriate for educational use. The Technology Department has the ability to monitor this process and revoke inappropriate videos.
- Internet file sharing services, also called Peer-to-Peer Networks are strictly prohibited and violations may result in disciplinary action.
- Personal portable devices (flash drives, portable hard drives, etc.) may be attached to a district computer. Data on the personal storage device is subject to review, inspection, and confiscation by the Director of Technology or other authorized district personnel.
- **Social media, if used during contract hours, should be used only to promote district initiatives, vision, and mission.**

**5) Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the Director of Technology. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

For the security of your personal data and student data accessible from your networked computer, you should always -

- log out of any systems,
- Lock your computer
- log out of your computer when you are not sitting in front of it.
- Passwords should be kept secure at all times. Do not share passwords with other employees/people/students or post it in an accessible location.

**6) Vandalism** -Vandalism will result in cancellation of privileges, disciplinary action, and prosecution to the fullest extent of the law. Vandalism is defined as any malicious attempt to harm or destroy user data, application systems, Internet data, and systems that are connected to any of the Internet or network backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

**7) Brazosport Independent School District makes no warranties of any kind**, whether expressed or implied, for the service it is providing. Brazosport Independent School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at your own risk. Brazosport Independent School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Consequences for Inappropriate Internet/Network or Email Use:**

- Formal warning from immediate supervisor, Director of Technology, or Superintendent
- Suspension of access to Internet or Email

- Revocation of your computer system account
- Other disciplinary or legal action, in accordance with District policies and applicable laws

**Email tips:**

- **Follow the chain of command procedures for corresponding with supervisors. For example, do not send a complaint via email directly to the “top” just because you can.**
- **Always check the addresses in both the To: and Cc: fields for accuracy. Do not copy the Global Address book for distribution. This is considered a global email and is not permitted.**
- **Include your “signature” at the bottom of email when communicating with people who may not know you personally.**
  
- **Do not forward personal email without the approval of the sender.**

**The required signature(s) on the following page is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

**Brazosport Independent School District  
Acceptable Use Agreement  
For Internet/Network Access and Email Use**

I have read the BISD Acceptable Use Agreement for Internet/Network Access and Email Use and agree to abide by its provisions and to promote the agreement in student usage. I understand that my computer use is not private and that the District monitors all network activity. I understand that the District's Internet, Network, and Email system is a privilege and violation of the provisions is unethical and may result in access to the system being revoked and/or disciplinary/legal action being taken.

With regard to all future AUA update releases from Technology Services, I understand that I am responsible for notifying the Director of Technology in writing within 15 business days of AUA update release date if I have any issue with the current update.

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, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Employee's SSN: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_