

FISD Acceptable Use Policy

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. This system includes, but is not limited to, email, Internet access via web browsers on district computers, and publishing tools such as online courseware and teacher web pages. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is an association of diverse communication and information networks. An Internet user may well run across areas of adult content and some objectionable material. While the District will take reasonable steps to preclude access to such material and does not encourage such use, it is the individual's responsibility to exercise good judgment in following access and usage guidelines.

Any violations of the use of the Internet, computers or computing equipment, or the District's electronic communications system, or any vandalism to any District computer hardware or software (data files, etc.) should be reported to the employee's immediate supervisor.

RULES FOR APPROPRIATE USE

1. Access to the Internet is provided to FISD employees as a research and communication tool for conducting school business.
2. The District will provide, to authorized individuals, the ability to create and publish web pages and use tools such as blogs, wikis and podcasts, on the district's servers.
3. The use of the electronic communications network and computer equipment is a privilege, not a right, and inappropriate use will result in cancellation of these privileges and/or other disciplinary actions as appropriate.
4. Passwords are to be kept private and accounts should never be shared.
5. Remember that people who receive e-mail from you with a school address might think your message represents the district's/school's point of view.
6. An employee with students under his/her supervision accepts the responsibility to:
 - a. educate users about appropriate use,
 - b. provide guidance and counseling about appropriate behavior,
 - c. monitor student access,
 - d. provide direction to appropriate resources, and
 - e. report students for appropriate disciplinary actions when infractions, as defined in the Campus Handbook/Student Code of Conduct, are committed.

INAPPROPRIATE USES

1. Use of FISD computers or electronic communications systems for commercial and/or for-profit purposes.
2. Use of FISD computers or electronic communications systems for product advertisement and/or endorsement or political lobbying or campaigning.
3. Use of another's account, whether seeking information on, obtaining copies of, modifying files or other data of the account.
4. Illegal installation of copyrighted software.

5. Use of FISD computers or electronic communications systems to disrupt the use of computers by others. Hardware, software and/or web pages shall not be destroyed, vandalized, or abused in any way. Hardware, software and/or web pages shall not be modified by any person not authorized specifically by the District to make said modifications. Vandalism includes any attempt to harm or destroy data of another user.
6. Use of FISD computers or electronic communications systems to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
7. Use of FISD computers or electronic communications systems for hate speech, harassment, discriminatory remarks, pornographic references or graphics, or other antisocial behaviors.
8. Use of FISD computers or electronic communications systems to access or process inappropriate text and/or graphics files, or files dangerous to the integrity of the District.
9. Using links on a District owned web site to direct end-users to any of the inappropriate material listed above.
10. Employees are prohibited from using FISD computers and computing systems for the electronic transmission of inappropriate photographs or text material (i.e. photos showing nudity or undergarments, any inappropriate sexually explicit photo, photos showing drugs or alcohol, referring to drugs or alcohol, using vulgar language or cursing) over the Internet, such as on a personal website (i.e. Facebook or MySpace or the like), “sexting” or distribution of nude or sexually explicit photographs by cell phone and/or FISD computers and computing systems, or through any other form of mass communication.

CONSEQUENCES FOR INAPPROPRIATE USE

*Suspension of access to District computers and/or the electronic communications systems;

*Revocation of the computer system account; or

*Other disciplinary or legal action, in accordance with the District policies and applicable laws.

Addendum – Because publishing on the web has become commonplace, employees may be held accountable for content published on web sites, message boards, blogs, and other Internet publications outside of the District’s direct control.

I understand that there is no right to privacy in the use of FISD computers and computing systems. Electronic mail transmissions and other use of FISD electronic communications systems shall not be considered confidential and may be monitored at any time to ensure appropriate use for educational or administrative purposes.

I have read the preceding Employee Agreement for Acceptable Use of the Electronic Communications System, have reviewed Board Policies DISTRICT CQ (LOCAL) and DISTRICT CQ (LEGAL), and understand and agree to abide by the rules and regulations stipulated within.

I further understand that once I have submitted my acceptance of this form, I am legally bound by this policy, including any subsequent amendments, throughout my employment with the District.

Printed Name

Date

Signature

Campus/Department