

La Vernia ISD Employee Web Publishing Policy

Introduction

The La Vernia ISD Employee Web Publishing Policy (WPP) is an extension of the La Vernia ISD Employee Acceptable Use Policy (AUP). The WPP explains and defines responsible and ethical use of web publishing sites for all employees. All rules embodied herein guide employees in appropriate and acceptable use of web publishing as a part of normal instructional and administrative processes, and are designed to protect both the employee and the District. This policy governs employee web publishing performed both onsite and via remote access as well as web publishing posted via both District-provided and employee-owned personal electronic devices including wired or wireless desktop, portable and handheld computing and gaming devices, cameras, and cellular telephones.

Access to technology and electronic communication systems for web publishing, including computer networks and the Internet, is made available exclusively for instructional and administrative purposes in accordance with District guidelines and regulations. **Access to these systems is a privilege, not a right.**

All employees are required to acknowledge receipt and understanding of the Employee Acceptable Use Policy document which includes by extension all regulations and guidelines contained herein within the WPP.

Employees will not be allowed access to any technology or computer equipment in La Vernia ISD until their Employee Acceptable Use Policy Authorization Form has been signed and returned to their administrator.

Once their authorization form has been returned, each employee will be issued a unique login identification code allowing access to the appropriate information systems. Employees must maintain a secure and confidential password.

All passwords are confidential and must not be revealed to other employees or students.

Employees with questions or concerns regarding the Employee Acceptable Use Policy or Employee Web Publishing Policy should contact their administrator or call the La Vernia ISD Technology Department at (830) 779-6610.

Employee Web Publishing Policy

La Vernia ISD declares the following unethical and unacceptable web publishing behavior just cause for taking disciplinary action, suspending or revoking access privileges, suspending or terminating the employee, and/or initiating legal action in any case in which the employee:

- Uses the network and/or any equipment, whether owned by the District or the employee, for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as the publishing of web content that violates local, state and/or federal laws, including the publishing of content with the intent to commit forgery, fraud or assist in the commission of a felony. Inappropriate publishing shall be defined as the publication of content that violates the intended educational or administrative use of the network. Subversive activities shall be defined as the publication of content intended to undermine the security of local, state or national governments, or content intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including cyberbullying and “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene publishing activities shall be defined as the publication of content that violates generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Uses the network and/or any equipment, whether owned by the District or the employee, for any illicit activity, including publication of content in violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit publishing activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime-related web sites, weblogs and bulletin boards;
- Uses the network and/or any equipment, whether owned by the District or the employee, to publish and/or distribute illegally (“traffic”) via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer web publication or social networking software for the sole purpose of accessing or disseminating non-public-domain content and prohibits accessing websites and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;
- Uses or displays La Vernia ISD logos or icons (including the “Bears” logo and “Flying LV”) in any works published on the Internet (whether on or offsite) to misrepresent privately-published material as an official or sponsored District publication or weblog;

- Uses or displays La Vernia ISD logos or icons (including the “Bears” logo and “Flying LV”) and/or District-owned property, buildings or facilities in the background of any pictures or video in any works published on the Internet (whether on or offsite) without prior permission from campus or District representatives;
- Uses or displays within any live or published instructional or administrative web content any items prohibited by District policies or local, State, or Federal law, including tobacco products, alcoholic beverages, firearms, knives or other such items
- Posts or uses inappropriate language including swearing or cursing, racial slurs, derogatory remarks or “put downs”, harassing or sexually explicit language, including messages or content intended to display romantic interest or “ask for a date”, during any online instructionally-related operating session or within any web published document;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for the purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums), deliberately propagates spam or uses an account or password owned by another user;
- Invades or publishes content intended to expose personal or private information or assist others in invading the privacy of an individual or group, including cyberbullying and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;
- Publishes any content or data which might be considered a violation of these rules or the rules embodied within the La Vernia ISD Acceptable Use Policy and/or appropriate District policies.

Once logged into the system, employees will be held accountable for all web publishing activities, interactions and data transfers occurring on their computer. Any illegal, inappropriate or illicit use will be tracked to the employee logged in. Employees will be held accountable for their computer whether they or another employee initiate the activity and must not let other employees or students access their computer. **Employees must properly log off the system before leaving their computer.**

Disclaimer

The District shall not be liable for any employee's inappropriate use of electronic communication resources, violations of copyright restrictions, users' mistakes or negligence or costs incurred by employees. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

The District attempts to block, restrict, impede, or otherwise seeks to limit employee access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor employee content maintained on District systems. It is the policy of La Vernia ISD to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by employees are not considered confidential and may be monitored at any time by District staff to insure appropriate use of the educational technology.

La Vernia ISD has the right to restrict or terminate Internet, network or computer access at any time for any reason. The District also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

Consequences of Violations of the Employee Web Publishing Policy

As in the AUP, consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the Employee Handbook and/or District and Board policies, including:
 - Suspension with or without pay;
 - Termination; and
 - Legal action and/or prosecution by the authorities.

Remedies and Recourse

Employees accused of violating the Employee Web Publishing Policy have full rights to due process and appeals as set forth in District Policy.