

## CELINA ISD EMPLOYEE TECHNOLOGY ACCEPTABLE USE POLICY

The Celina Independent School District believes in the educational value of technology and recognizes its role in supporting student learning by facilitating resource sharing, innovation, communication and integration into the curriculum.

### Technology services are provided as a privilege to the user.

The user's **RESPONSIBILITIES** include: (Please initial each item in order to complete this form)

- Supervising students with access to technology through a clearly defined educational purpose that is linked to TEKS objectives.
- Enforcing correct procedures for student AUP violations and discouraging inappropriate student use.
- Respecting and following the requirements of copyright owners and correctly citing sources of information.
- Transmitting confidential student information *only if* a parent has given written consent.
- Being polite, never sending harassing or abusive messages (including SPAM), and always using appropriate language when using district email.
- Understanding that *any communication* over the district network is subject to the Texas Public Information Act, and not presumed to be private.
- Revealing personal information (including names, address, or phone numbers) of students or colleagues *only* with written consent.
- Prohibiting any use of technology that disrupts the educational or administrative goals of the district.
- Prohibiting any use of a district technology account by anyone other than the authorized owner of the account. **All passwords MUST remain confidential.**
- Prohibiting the loading or adding of software/hardware to any district computer without authorization from the District Technology Director.
- Prohibiting the student use of an employee's credentials on any device, laptop, or desktop which would grant access to confidential items as well as other teacher-only CISD networks.
- Ensuring that technology is not used in any way for personal financial gain, commercial, political, or illegal purposes.
- Securing and maintaining the integrity of any and all technology software/hardware issued.
- Before publishing student pictures to a website the student no publish list will be checked.
- Bypassing the Internet filter or any attempt to breach network or server security.
- Enabling or Connecting to a personal network device (i.e. cellular wifi, mifi, phone tethering).
- Not posting to personal social media sites during school hours
- Only the Superintendent or assigned personnel will represent the District on Social Media sites.
- Only using district technology for educational purposes whether in use at school or at home.
- Saving or backing up any files, data, or email intended to be kept by the employee.

The district is not responsible for lost files, data, or email at any time. Employees need to back up their files on an external device or cloud based storage.

You are accountable for using the district network services in accordance with this agreement.

**VIOLATIONS** of this acceptable use policy may result in:

1. Loss of network/technology privileges..
2. A supervisor or the district superintendent taking action in accordance with legal requirements.

The district makes no guarantee that the functions of 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 the user 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 financial obligations arising from unauthorized use of the system.

### **CELINA ISD COPYRIGHT POLICY**

#### **RENTED OR PURCHASED MOVIES/FILMS:**

Access to copyrighted works does not automatically mean that the information can be reproduced and reused without permission or royalty payment and, furthermore, some copyrighted works may have been posted without the authorization of the copyright holder. Any responsibility for consequences of copyright infringement lies with the user. The school expressly disclaims any liability or responsibility resulting from such use.

No media that includes a notice that the media is intended for "home use only" shall be shown to a class for entertainment purposes. That includes content on such subscriptions sites as Hulu, Netflix, and similar sites.

Films from home that have not been approved by your administrators may not be shown.

#### **COMPUTER SOFTWARE**

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied if:

- a. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded), or
- b. The new copy is a backup; backups cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use networking and booting to accomplish multiple simultaneous use of a program without permission or unless the purchase agreement allows a specified multiple use of the single copy.

#### **LAPTOP DAMAGE/LOSS**

1<sup>st</sup> incident: Employee pays for cost of repairs up to \$500

2<sup>nd</sup> incident: Employee pays for full cost of repairs

3<sup>rd</sup> incident: Teacher will be issued a desktop computer.

#### **CELINA ISD NETWORK USER**

I understand and will abide by the provisions and conditions of this agreement. I agree to report misuse to the network administrator or my immediate supervisor.

**STAFF NAME (please print)** \_\_\_\_\_

**STAFF SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_