

Staff Acceptable Use Policy (AUP)

The Use of Computers, the Internet, and Electronic Mail

Denton Independent School District is pleased to offer access to a computer network for file sharing, printing, electronic mail and the Internet. To gain access to the district network, e-mail and the Internet, all employees must view the AUP video, agree to the conditions as stated in this document, and verified by your signature.

Access to these services will enable the school community to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world to enhance district curriculum. The district will filter the Internet for inappropriate material; however, employees should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.

Laptops from Home

Staff members are encouraged to harness the power of the internet and may bring their personal laptops to be used on the DISD internet. To gain access to the internet, the staff member must:

1. Check their laptop in with the Campus CT
2. Provide administrator username and password as part of the check in process

Web-enabled devices from home will have access to wireless Internet but will not have access to any district drives such as network folders. Network drives can only be accessed via district machines.

DISD is not liable for any loss or damage incurred, nor can it load any software onto the laptop device.

Identity theft is a growing problem. We recommend that any personally sensitive files such as tax documents, social security information, and bank records are removed from any device before it is used on campus.

All technological devices brought onto a DISD campus are subject to search and seizure. Improper or non-educational use could result in loss of privileges for the on-campus use of such devices.

DISD is not responsible for lost, damaged, or stolen devices.

Any dispute involving Acceptable Use of District or personal resources will be settled at the discretion of District personnel.

What is expected?

Employees are responsible for appropriate behavior on the school or district's computer network. Communications on the network are often public in nature. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school or district's computer resources. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Non-compliance with applicable regulations may result in suspension or termination of computer related privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Notify the building administrator if you are aware of violations to the Acceptable Use Policy.

DISD may revoke any District user's access until the violation is reviewed by appropriate district administrators.

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

Privacy - Network administrators may review communications to maintain system integrity and will insure that employees and students are using the system responsibly.

Storage capacity - Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.

Illegal copying - Employees should never download or install any commercial software, shareware, or freeware onto network drives or disks nor should employees intrude into other people's files.

Copyright - Employees should be aware of copyright laws as they apply to the obtaining, copying, using or reproducing of any materials which do not belong to the employee or those to which the employee does not have expressed written permission from the owner for its use.

Cell Phones: Cell phones shall not be used during the employee's instructional duty time for personal use.

Inappropriate materials or language - Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the conditions as set in the employee handbook.

Refer to Board Policy CQ (LOCAL), Electronic Communication and Data Management for further information.

Posting Policies:

DISD teachers or administrators may post the following with written parental/guardian and student approval to the principal:

- Student authored work
- Pictures, audio or video of student (alone or in a group)
- Student Names

Posting Practices

- Assisted by the district web master, designated campus personnel will maintain the campus web pages. The district provides web space through our content management system (Schoolwires) for departments and professional personnel (refer to district guidelines). The campus principal and the Technology Information Officer must approve all requests for new web pages before the web pages can be posted on the system or any third party's electronic communications system. Routine updates do not require the approval of the campus principal or the Technology Information Officer.
- In order to use student names, pictures, and/or student-generated work on Denton ISD approved web pages, parental consent must be obtained in writing:
 - Elementary and Middle School campus pages will not contain individual pictures or last names of students, even with parental consent.
 - With parental consent in writing, High School campus pages may contain individual pictures, group pictures, first names, and/or last names of students.
 - Written parental consent is obtained as part of the Student Code of conduct.
 - Parents have the option to restrict the use of their child's name, picture, and or work on the signature page in the Student code of Conduct.
- All departments and professional staff must use Schoolwires for their district web page.

Monitored Use

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

Email

- I understand that Users of the email system will not use email in any way that would be considered: (a) damaging to another's reputation; (b) abusive; (c) obscene; (d) sexually orientated; (e) offensive; (f) threatening; (g) harassing; (h) illegal, or (i) contrary to district policy.
- I understand the email system will not be used for any illegal activity, including but not limited to violation of copyright laws.
- I understand that Personal information about students including but not limited to student names, addresses and phone numbers shall not be transmitted outside the district network, without written permission from the student or his/her parents.
- I understand that Email public mail lists should only be used by administrators and/or their designee. Email lists should only be used for school business.
- I understand that Email may not be used for private or commercial offerings of products or services for sale, or to solicit products or services.
- I understand that Users will not use the email system to disseminate material or information on the behalf of or with regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent or his/her designee.

Disclaimer of liability

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, inappropriate use of third party sites or costs incurred by user. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. 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 users' requirements or the system will be uninterrupted or error-free.

General Guidelines for Using Technology:

1. I understand that passwords are private. I will not allow others to use my account name and password, nor will I use other account names and passwords.
2. I will be polite and use appropriate language in my electronic mail messages, multi-user role-playing and/or virtual learning environments, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities, or any other inappropriate language as determined by school administrators.
3. I will use electronic mail and other means of communications such as blogs, wikis, podcasting, chat, instant-messaging, discussion boards, and virtual learning environments responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
4. I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites such as MySpace and Facebook should not reflect negatively on my fellow employees, or on the District.
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
6. I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify administration immediately if I encounter materials which violate appropriate use.
7. I will use technology resources productively and responsibly for school-related purposes.
8. I will refrain from attempting to bypass, or circumvent, security settings or Internet filters, or interfere with the operation of the network by installing software or web-based services.
9. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.

10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
11. I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission.
12. I understand that district and/or campus administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
13. I understand that any reported assumed violation of the Staff Acceptable Use Policy will be judged by the appropriate district administrator. I also understand that any or all of my privileges may be revoked at any time until the appropriate administrator reviews the concern or violation and makes a ruling.
14. I understand that any dispute involving the Acceptable Use Policy will be settled at the discretion of the school or district administrator.

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