

EMPLOYEE RECEIPT OF HANDBOOK, TECHNOLOGY ACCEPTABLE USE POLICY AND E-MAIL ACCEPTABLE USE POLICY

Name _____

Campus/Department _____

I hereby acknowledge receipt of my personal copy of the Mansfield ISD Employee Handbook, Technology Acceptable Use Policy and the E-Mail Acceptable Use Policy. I agree to read these documents and abide by the standards, policies, and procedures defined or referenced in the documents listed.

You have the option of receiving all three of the documents in electronic form or hard copy.

Please indicate your choice by checking the appropriate box below:

I choose to receive the Employee Handbook, Technology Acceptable Use Policy, and the E-Mail Acceptable Use Policy in electronic format and accept responsibility for accessing them according to the instructions provided. Go to website <http://intranet.mansfieldisd.org>, click the Documents and Forms Pages link. The handbooks are listed in the Human Resource Services section.

I choose to receive a hard copy of the Employee Handbook, Technology Acceptable Use Policy, and the E-Mail Acceptable Use Policy. The hard copy is to be requested through your department/campus and provided by the department/campus designee. **Please initial by the following:**

_____ I understand that changes in district policies may supersede, modify, or eliminate the information summarized in the above listed documents. As the District provides updated information, I accept responsibility for reading and abiding by the changes.

_____ I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

_____ I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the personnel department if I have questions or concerns or need further explanation.

I understand that if I violate any procedures or rules I may face legal or disciplinary action according to applicable law or District/departmental policy.

Signature Date

NOTE: Sign and date this receipt. Give it to your supervisor and make a copy for yourself.

ACCEPTABLE TECHNOLOGY USE POLICY

Policy CQ (LOCAL)

Mansfield ISD provides many tools to its employees and contractors to enhance their productivity and jobs. These tools include computers and their software, internal networks (e-mail, intranet), external networks like the Internet, telephone systems, voice mail, fax, copiers, and so on. We require that these systems be used in a responsible way, ethically, and in compliance with all legislation and other Mansfield ISD policies and contracts. Non-compliance could have a severe, negative impact on the Mansfield ISD, its employees and clients.

Appropriate Use

Individuals at Mansfield ISD are encouraged to use the systems to further the goals and objectives of the District. The types of activities that are encouraged include:

- Communicating with fellow employees, Mansfield ISD business partners and Mansfield ISD clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.

Inappropriate Use

Individual use will not interfere with others' use and enjoyment of the systems. Use in a manner that is not consistent with the mission of Mansfield ISD, misrepresents Mansfield ISD, or violates any Mansfield ISD policy is prohibited. This includes, but is not limited to, the following:

- The contents of messages or sites, downloads, and so on must not be offensive, insulting, or harassing for other employees, users, or non-employees or contain comments that could reasonable be interpreted as discriminatory.
- The systems may not be used for illegal or unlawful purposes, including hacking, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
- Users may not pay access fees or commit Mansfield ISD financial resources without formal authorization.
- Mansfield ISD prohibits use for mass unsolicited mailings, access for non-employees to Mansfield ISD resources or network facilities, competitive commercial activity unless pre-approved by Mansfield ISD, and the dissemination of chain letters.
- Individuals may not view, copy, alter, or destroy data, software, documentation or data communications belonging to Mansfield ISD or another individual without authorized permission.
- Users will not violate the policies of any network accessed through their account.
- In the interest of copyright laws, users may not download music files or software that is not documented as public domain.
- Adding personal computers, printers, and software to the network is strictly prohibited.

Internet Postings

The Internet along with a host of next generation communication tools, has expanded the way in which employees can communicate internally and externally. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for Mansfield ISD employees. This Internet Posting Policy applies to employees who use the following:

- Multimedia and social networking websites such as MySpace, Facebook, Yahoo! Groups and YouTube
- Blogs (Internal and External)
- Wikis such as Wikipedia and any other site where text can be posted

All of these activities area referred to as "Internet Postings" in this policy. Please be aware that violation of this policy may result in disciplinary action up to and including termination.

1. Internet Postings which do not identify the blogger as a MISC employee, so not discuss the District, and are purely personal matters would normally fall outside this guidance.
2. Common sense is the best guide if you decide to post information in any way relating to the Mansfield ISD. If you are unsure about any particular posting, please contact the Mansfield ISD Communication and Marketing Department.

3. If an Internet posting makes it clear that the author works for the Mansfield ISD, it should include a simple and visible disclaimer such as, "these are my personal views and NOT those of the Mansfield ISD." When posting your point of view, you should neither claim nor imply you are speaking on the District's behalf, unless you are authorized in writing by the Assistant Superintendent of Communications and Marketing.
4. Personal internet postings should not reveal confidential information about the Mansfield ISD, including but not limited to aspects of District policy or details of internal District discussions. If in doubt about what might be confidential, contact the Communications and Marketing Department
5. Internet postings should not include Mansfield ISD logos or trademarks, and should respect copyright, privacy, fair use, personal or financial disclosure, and other applicable laws.
6. If a member of the news media or blogger contacts you about an Internet posting that concerns the business of the Mansfield ISD, please refer that person to the District Communications and Marketing Department.
7. Internet postings should not violate any other applicable policy of the Mansfield ISD.
8. The author agrees that the Mansfield ISD shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of you Internet postings.
9. Each employee is responsible for regularly reviewing the terms of this policy.

Security

For security purposes, users may not share account or password information with another person. Network accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to Internet services.

Monitoring and Confidentiality

The e-mail systems and all network and Internet services used at Mansfield ISD are owned by the MISD, and are therefore its property. This gives Mansfield ISD the right to monitor any and all e-mail and network traffic. MISD does actively read end-user e-mail, e-mail messages by the Information Technology staff during the normal course of managing the e-mail system. In addition, backup copies of e-mail messages may exist, despite end-user deletion, in compliance with Mansfield ISD's records retention policy.

Use extreme caution when communicating confidential or sensitive information via e-mail. Do not include in the subject or body of the e-mail any personal information, student information, or disciplinary information. ALL NETWORK ACTIVITIES ARE PUBLIC INFORMATION and subject to OPEN RECORDS request by the public. Keep in mind that all e-mail messages sent become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Mansfield ISD. The use or installation of any software or device onto any computer or network for the purpose of controlling, collecting logins, or accessing any data or systems without written permission will result in disciplinary action. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of access to some or all computing and networking resources and facilities
- Disciplinary action including possible termination in accordance with Mansfield ISD Board policies
- Legal action according to applicable laws and contractual agreements

Privacy, Monitoring, and Filtering

All computers are the property of the District and are subject to searches or removal at any time. There is no privacy on the Mansfield Independent School Network. Mansfield ISD will monitor any E-mail, Network, and Internet activity occurring on Mansfield ISD equipment or accounts. Mansfield ISD currently employs filtering software to limit access to sites on the Internet. If Mansfield ISD discovers activities, which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.⁷

Disclaimer

Mansfield ISD assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Mansfield ISD is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet. We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact Dr. Doug Brubaker, Assistant Superintendent of Technology and Information Services 817-299-3684.

E-MAIL AND ACCEPTABLE USE POLICY

E-mail is a critical mechanism for District communications at Mansfield ISD. However, use of Mansfield ISD's Network, Internet, and GroupWise electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of Mansfield ISD.

The objectives of this policy are to outline appropriate and inappropriate use of Mansfield ISD's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

Scope

This policy applies to all e-mail systems and services owned by Mansfield ISD, all e-mail account users/holders at Mansfield ISD (both temporary and permanent), and all e-mail records.

Account Activation/Termination

E-mail access at Mansfield ISD is controlled through individual accounts and passwords. Each user of Mansfield ISD's e-mail system is required to read and sign a copy of the Acceptable Use Policy prior to receiving an e-mail access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

All employees of Mansfield ISD are entitled to an e-mail account. E-mail accounts will be granted to third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Contractors
- Board Members
- Consultants

Applications for these temporary accounts must be submitted in writing to Dr. Doug Brubaker, Assistant Superintendent of Technology and Information Services at 817-299-3684. All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement.

Request for technology access for student teachers or long-term substitutes must be submitted to Venetia Sneed, Coordinator of Personnel Services, by the principal.

E-mail access will be terminated when the employee or third party terminates their association with Mansfield ISD, unless other arrangements are made. Mansfield ISD is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

General Expectations of End Users

Important official communications are often delivered via e-mail. As a result, employees of Mansfield ISD with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important company announcements and updates, as well as for fulfilling business-and role-oriented tasks.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove himself or herself from the list, and is responsible for doing so in the event that their current e-mail address changes.

E-mail users are also expected to comply with normal standards of professional and personal courtesy and conduct.⁸

Appropriate Use

Individuals at Mansfield ISD are encouraged to use e-mail to further the goals and objectives of Mansfield ISD. The types of activities that are encouraged include:

- Communicating with fellow employees, business partners of Mansfield ISD, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Inappropriate Use

Mansfield ISD's e-mail systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual e-mail use will not interfere with others' use and enjoyment of Mansfield ISD's e-mail system and services. E-mail use at Mansfield ISD will comply with all applicable laws, all Mansfield ISD policies, and all Mansfield ISD contracts.

The following activities are deemed inappropriate uses of Mansfield ISD systems and services and are prohibited:

- Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of e-mail in any way that violates Mansfield ISD's policies, rules, or administrative orders, including, but not limited to, [list any applicable code of conduct policies, etc.].
- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to Mansfield ISD or another individual without authorized permission.
- Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 1.4KBs or less.
- Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
- Excessive personal use of Mansfield ISD e-mail resources. Mansfield ISD allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Mansfield ISD prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Mansfield ISD commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Intellectual Property Rights

Students shall retain all rights to work they create using the District's electronic communications system.

INTERNET SAFETY POLICY FOR MANSFIELD ISD

It is the policy of Mansfield ISD to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

ACCESS TO INAPPROPRIATE MATERIAL: To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communication, access to inappropriate information.⁹

Specifically, as required by the children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INNAPROPRIATE NETWORK USAGE: To the extent practical steps shall be taken to promote the safety and security of users of Mansfield ISD's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

EDUCATION, SUPERVISION AND MONITORING: It shall be the responsibility of all members of Mansfield ISD's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Assistant Superintendent for Technology and Information Services at 817-299-3684 or designated representatives.

* CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

OBSCENE, as that term is defined in section 1460 of title 18, United States Code;

CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
Harmful to minors

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Computer Use and Data Management

Policy CQ

The District's electronic communications systems, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use. Employees who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy 29

and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management may contact Dr. Doug Brubaker.

Personal Use of Electronic Media

Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web sites (e.g. YouTube), editorial comments posted on the Internet, and social network sites (e.g. Facebook, MySpace, Twitter, LinkedIn), electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use social network site or similar media for personal purpose, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment,
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health of personnel concerning colleagues, unless disclosure serves lawful professional purposes or is required by law, [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy EFE]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See Use of Electronic Media with Students, below, for regulations on employee communication with students through electronic media.

Use of Electronic Media with Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined

below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.³⁰

The following definitions apply for the use of electronic media with students:

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulation on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and test; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and Code of Ethics and Standard Practices for Texas Educators, including:

- Compliance with Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
- Copyright law [Policy EFE]
- Prohibiting against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of on-to-one communication.

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An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.