

Sabine Pass ISD Acceptable Use Policy for Technology Resources

Acceptable Use

Access to the District's electronic communications system(s), including the Internet, shall be made available to students and employees for instructional and administrative purposes consistent with the District's mission and goals.

Access to the District's electronic communications system(s) is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action in accordance with District policy. (Student code of Conduct, Employee Handbook, Administrative Procedures Manual and School Board Policy) Determination of inappropriate use will be determined by administrators. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Monitored Use

Electronic mail transmissions and other use of the electronic communication system(s) by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes. The District reserves the right to monitor all activities.

Filtering

As required by the Children's Internet Protection Act, the District maintains a filtering system that blocks access to information considered obscene, pornographic, inappropriate for students or harmful to minors as defined by the federal CIPA guidelines. Unfortunate, there is no system that will provide 100% protection from inappropriate material; it is possible that users may run across areas of adult content and/or material that might be found objectionable.

Disclaimer of Liability

The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

Copyright

All users are responsible for adhering to existing copyright laws and District Policy pertaining to software, resources, reference materials, video, sound and graphics. For displayed works you are

expected to cite the source for your information. Questions concerning copyright can be referred to the principal or librarian for clarification or assistance.

Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of District policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware or software costs and is a punishable disciplinary offense.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information/communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with District policies and regulations:

1. The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy.
2. Users may not use another person's ID or password.
3. System users shall maintain electronic information in accordance with established guidelines.
4. Users may not upload or install programs to the District's system(s) without appropriate authorization. Only software approved, licensed and/or purchased by the District can be installed on District computers.
5. Users may not knowingly bring prohibited materials into the District's electronic communication system(s). This includes but is not limited to virus, spyware, malware and malicious codes.
6. Users are prohibited from intentionally accessing objectionable material on the Internet. If you unintentionally access objectionable material, you are expected to immediately discontinue the access and report the incident to the supervising teacher or site administrator.

7. Users are prohibited from creating or intentionally obtaining files, data and/or E-mail that contains objectionable material. Objectionable material includes, but is not limited to, lewd or foul language or images, materials that are abusive, threatening, harassing or damaging to another's reputation, or information to assist in technology theft or misuse.
8. Users may not use any sort of Internet or network instant messaging program.
9. Users are not to store personal digital images, videos, and music on the server. If these files are found, they will be purged from the system without notice to users. First offense will be warned.
10. Users may not access information, files, and documents of another user without her/his permission.
11. Users shall not encrypt communications to avoid security review.
12. Users are not to post messages or videos that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
13. Users may not waste school resources through improper use of the computer system.
14. Users are prohibited from unauthorized access to restricted information or resources.

Users who violate these standards may be subject to disciplinary action in accordance with District policy and/or legal actions.

User Account

Each user is assigned an account for accessing District technology resources. You may not share your account with anyone. Attempting to log on by using another's person account and password is prohibited. Assisting others in violating this rule by sharing information or password is unacceptable. Users are responsible to log off or lock their workstations when not in use for a period of time. Users are held responsible for their account logon information.

E-Mail

The District e-mail system is used to communicate internally in the District and with outside agencies. E-mail communications are a matter of public record and should not be considered private. All users are expected to adhere to the following District policies regarding e-mail communications.

1. E-mail should not be used for private or commercial offering of products or services for sale or to solicit products or services.
2. E-mail should not be used for political or religious purposes.
3. Forgery or attempted forgery of electronic mail is prohibited.
4. E-mail messages that cause network congestion or interfere with the delivery of mail to others are not acceptable.
5. E-mail messages and forums posting will not contain improper language, swearing, vulgarity, ethnic or racial slurs or any inflammatory language or content.
6. Do not reveal personal information about yourself or others.
7. Do not send chain letters, or forward messages to large groups of users.
8. You are expected to be polite and professional.
9. You are responsible for material sent by and delivered to your e-mail account.
10. E-mail communications are retained for 30 days.

Limitation/Termination/and/or Revocation of System User Access

The District may limit, suspend or revoke a user's access to the District's system(s) upon violation of District policy or administrative regulations regarding acceptable use.

Warning

Users with access to the District's electronic communication system(s) should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, with respect to any services provided by the system(s) and any information or software contained therein. 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 user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system(s).