

Little Cypress-Mauriceville C.I.S.D.

Employee Code of Responsible Computing and Use of the Electronic Communications System

Little Cypress-Mauriceville CISD (LCMCISD) is committed to providing students and educators the knowledge and skills necessary for success in a technology-driven society. The effective use of technology within the district is critical to the academic success of all students. Providing educators with the tools to develop teaching strategies that engage and empower students of the 21st century is important. Access to the District's electronic communications systems 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 and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines.

The primary purpose of the District's electronic communication system is for educational purposes. The use of accounts must be in support of educational and/or research activities consistent with the educational objectives of LCMCISD. The District reserves the right to monitor all activity on the electronic communications network. The electronic communications system includes:

- All computer equipment owned by LCMCISD, whether connected to the network or operated independently of the network.
- All peripheral devices attached to network computers including monitors, mice, keyboards, printers, external storage devices, scanners, web cameras, video cameras, and digital cameras.
- All servers and network hardware on the LCMCISD network.
- All computer software installed (with Technology Department authorization) and/or subscriptions to licensed software on a LCMCISD network or stand-alone computer.
- All data, voice, video, security, instructional and other related technology equipment to support educational and administrative operations.

Technology protection measures are in place as required by the Children's Internet Protection Act. It is the responsibility of all District faculty and staff to supervise and monitor usage of the online computer network and access to the Internet. Technology protection measures will not be modified without the permission of the Superintendent and/or Director of Technology or designated representatives. Requests to modify filter settings require submission of the District Filter Modification Form which can be found on the Technology Web site <http://www.lcmcisd.org/tech/techdocs.htm>

Inappropriate use includes:

- Using District electronic communications system for any illegal purpose, or for promoting a personal business, or cause.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Using District equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using speech that is inappropriate in an educational setting or violates District rules.
- Wasting District resources through improper use of the electronic communications system such as downloading, storing, distributing, or executing files not specifically related to job function.
- Displaying, accessing, or sending offensive messages or pictures.
- Encrypting communications to avoid security review.
- Accessing or posting to social networking sites is prohibited during the official work day, and is limited to campus and District administrators.
- Copying District software to personal equipment without prior approval.
- Unauthorized download or installation of any software for use on District computers is prohibited. This includes freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instruction and administrative purposes of LCMCISD.
- Downloading or using copyrighted information without written permission from the copyright owner is prohibited, except when duplication and distribution of materials would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Attempting to gain unauthorized access to any District system or technology resource.
- Use of any wired or wireless network (including third party internet service providers by broadband cards or such other devices) with unauthorized equipment brought from the outside or home, or any other device not owned by the District. This will be considered an attempt to bypass District filters and will be viewed as a violation of District policy.
- Browsing or accessing another user's account.
- Vandalizing, damaging, or disabling the system by physical means or by introducing any computer code designed to hinder the performance of the system.
- Establishing or accessing web-based Email accounts on commercial services through the District network unless such accounts have been authorized for use by the District.
- Unauthorized attempt to logon to the Internet or other District resource with administrative privileges is prohibited.
- Unauthorized attempt to logon to a server to perform system administrator tasks is prohibited.

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E-mail

Email for District employees is provided by Region 5 Education Services Center. Email transmissions shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational, administrative, or limited personal use. All electronic mail is property of LCMCISD and is subject to open records requests pursuant to the Texas Public Information Act. The District has the right to deny the privilege of using e-mail to any user who is in violation of any guideline outlined above.

System Security

District employees are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. District employees should not provide their password to others unless approved by District or Technology Administrators. District employees will not attempt to access or bypass Web sites blocked by District policy, including the use of proxy services, software, or Web sites. District employees will not use sniffing or remote access technologies to monitor the network, to access other users' computers, or to monitor the activities of others. District technology staff may use such technologies as applicable in completing the requirements of their job.

Software and Files

Software is available to District employees to be used as an educational or administrative resource. A District employee's account may be limited or revoked if they intentionally misuse software on any District-owned equipment. District employees will not download or use any peer-to-peer (PTP) software such as Limewire, Kazza, uTorrent, etc. The District reserves the right to restrict the use/listening of Internet radio stations or streaming of internet video to preserve bandwidth. Use of computer games by students and District employees is prohibited with the exception of educational use that has been approved by the District. District employees will not download and run software such as weather and news monitoring agents, screen savers or themes that may cause performance issues or unnecessary network activity unless approved by the District.

Files stored on District network servers are subject to access through routine maintenance and monitoring of the LCMCISD electronic network, and may lead to discovery that a student or District employee has violated District policy or the law. District employees should not expect that files stored on District servers or computers are private.

Web Site Creation

All web pages shall be school-related and will comply with federal copyright laws. Materials such as graphics, text, sound, etc. that is the ownership of someone other than the student or District employee may not be used on Web sites unless formal permission has been obtained and so noted on the page. District Website guidelines can be found at:

<http://www.lcmcisid.org/tech/techpol.htm>

BYOT (Bring Your Own Technology) - Employees are allowed to bring their own devices provided they have received written permission from the campus Principal *and* Technology Director. Devices must also have current virus protection and agree to keep all system and software updates done on a regular basis. The District is not responsible for the personal devices owned by the student. The form for students to request the use of personal technology can be found at:

<http://intranet.lcm.k12/techdocs/personaldevices.pdf>

Violations of this Acceptable Use Policy - District Employees (Consequences to violations of this policy will be handled in accordance with District disciplinary procedures and may result in any or all of the following at the Superintendent or designee's discretion):

- Immediate revocation of access to District electronic communication system with or without prior notice.
- Loss of privilege to use computer/equipment until conference held with Supervisor or designee.
- Termination of employment.
- Civil or criminal liability, including restitution, as appropriate.
- Law enforcement will be notified according to District policy and/or state law.

Disclaimer

The District makes no guarantee that the functions or the services provided by or through the District network will be error-free or without defect. The District will not be responsible for any damage suffered, 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 network or retrieved via the Internet or similar networks. The District will not be responsible for financial obligations arising through the unauthorized use of the network. LCMCISD reserves the right to change its policies and rules at any time.

I have received and read the LCMCISD electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated

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from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Print Name: _____

Signature: _____

School/Department: _____

District Email address: _____

Home address: _____

City: _____ State: _____ Zip: _____

Date: _____ Home Phone Number: _____

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Southeast Texas Telecommunications Education Network And Region 5 Education Service Center Email Services Acceptable Use Policy

Region 5 ESC Email Services Purpose

The goal of Region 5 Email Services is to assist in the collaboration and exchange of information between and among K-12 educators in Region 5, educators outside the region The Texas Education Agency, ESC 5, and other educational entities and supporting organizations.

Region 5 ESC Email Services Use

All use of Region 5 Email Services shall be consistent with the mission of Region 5 Education Service Center. Successful operation of the e-mail service requires that its users regard their Region 5 Email accounts as a professional account for the use of the authorized individual. The e-mail services provided are for the exclusive use of the educator applying for the account. It is imperative that members conduct themselves in a responsible, ethical, and polite manner while using the network. The intent of the Region 5 Email Services Acceptable Use Policy is to ensure that all uses of these services are consistent with the purposes of providing educators with a means of professional communication. The policy does not attempt to articulate all required or proscribed behavior by its members. In any specific situation, each individual's judgment of appropriate conduct is relied upon.

To assist in such judgment, the following general guidelines are offered:

- I. Any use of Region 5 Email accounts for illegal purposes, or in support of illegal activities, is prohibited.
- II. All use of Region 5 Email accounts must be in support of education and research.
- III. Any use of Region 5 Email accounts for commercial purposes is prohibited.
- IV. Any use of Region 5 Email accounts for product advertisement or political lobbying is prohibited.
- V. No use of Region 5 Email accounts shall serve to disrupt the use of the network by other users.
- VI. Only the authorized owner of the account should use Region 5 Email accounts for the authorized purpose.
- VII. Periodically, Region 5 Education Service Center will make decisions on whether specific uses of Region 5 Email accounts are consistent with this policy.
- VIII. Region 5 Education Service Center reserves the right to pursue theft of service for electronic mail services and on-line resources.
- IX. Region 5 Education Service Center reserves the right to impose fines, as defined by law, for the deliberate misuse of Region 5 electronic mail services resulting in the violation of personal rights and/or damage to property.

Acceptance and use of the Region 5 Email Service indicates automatic acceptance of this policy and the guidelines stated above.

Print Name: _____

Signature: _____

School/Department: _____

Home address: _____

Date: _____ Home Phone Number: _____