# Employee Acceptable Use Policy (AUP)

## Employee Agreement for Acceptable Use

## of the District's Technology Resources (Exhibit A)

You are being given access to the District's technology resources, meaning electronic communication systems and electronic equipment. It is important that you read the applicable District policies, administrative regulations, and agreement form. [See policies CQ and DH, and provisions on use of electronic media in the employee handbook] Please contact Administration at 940-769-2835 if you have questions or need help understanding this material.

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable District policies, administrative regulations, and laws.

As a user of the District's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;

- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and

- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

**RULES FOR APPROPRIATE USE**

- You will be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others.

- The account is to be used mainly for educational purposes, but some limited personal use is permitted.

- You must comply with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and District records.

- You must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.

- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

**INAPPROPRIATE USES**

- Using the resources for any illegal purpose.

- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.

- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.

- Disabling or attempting to disable any Internet filtering device.

- Encrypting communications to avoid security review.

- Using someone's account without permission.

- Pretending to be someone else when posting, transmitting, or receiving messages.

- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.

- Using resources to engage in conduct that harasses or bullies others.

- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting."

- Using e-mail or Web sites to engage in or encourage illegal behavior or to threaten school safety.

- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.

- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.

- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.

- Wasting school resources through improper use of the District's technology resources, including sending spam.

- Gaining unauthorized access to restricted information or resources.

**CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the District's technology resources;

- Revocation of the account; or

- Other disciplinary or legal action, in accordance with the District's policies and applicable laws.

**REPORTING VIOLATIONS**

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to the technology coordinator.

- You must report requests for personally identifying information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the technology coordinator.