

Early Independent School District Technology Responsible Use Policy (RUP) 2018-2019 Responsible Use of Technology Agreement for Employees

Early Independent School District provides current technology resources and technological opportunities for our students, employees, and our community. Our goal is to promote educational excellence in the Early Independent School District by facilitating safe and effective resource sharing, innovation and communication with schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems.

This Technology Responsible Use Policy (RUP) shall apply to all Early ISD employees and all HeartLand Special Education Cooperative employees using any part of the Early ISD Electronic Communications & Data Management System. All employees are expected to follow all policies as stated in the Early ISD Employee RUP, as well as those given verbally by your principal or supervisor, and to demonstrate good citizenship and ethical behavior at all times. Furthermore, it is essential that employees are familiar with all aspects of the Early ISD Student RUP in order to support students in the responsible and ethical use of technology.

This RUP applies to all aspects of the Early ISD Electronic Communications & Data Management System, which includes but is not limited to:

- All technological devices owned by Early ISD.
- All technological devices that connect to the Early ISD network (even if not owned by Early ISD).
- All technological software applications and/or subscriptions licensed to Early ISD.
- All technological software applications that are installed on or accessed via the Early ISD network or Early ISD technological devices.

Network Services:

- Early ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis.
- Early ISD shall not be liable for any damages incurred to personal technology devices or data while on this system.
- Early ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and/or costs incurred by users. The employee will be held accountable for the appropriate utilization of the technology.
- Early ISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.
- Although Internet access is filtered and monitored, it is possible that users may run across areas of adult content and/or material that might be found objectionable. Early ISD will make every effort to educate and direct all Early ISD network users in the safe and effective use of the Internet; however, it is impossible to control all materials on the global network.

Network & E-mail Accounts:

- Each employee will be assigned an individual account for Early ISD network/Internet access, as well as an Early ISD E-mail account. The employee is responsible at all times for the proper use of the assigned accounts.
- The Early ISD network/Internet and E-mail services are not private. User activities/data may be monitored by the Early ISD Technology Department and/or district administrators at any time.
- ***In order to ensure the security of your network & E-mail accounts:***
 - Do not share account passwords with anyone (*this includes your own children/dependents*).
 - Do not allow anyone else to use your account and do not use someone else's account (*this includes your own children/dependents*). The employee is responsible at all times for the proper use of the assigned accounts.
 - Do not leave a computer unattended while logged in to your network account. Log off or "lock" an unattended computer.

Legal Issues:

The Early ISD Electronic Communications & Data Management system is to be at all times used in conformity with laws of the United States and the State of Texas. This includes but is not limited to:

- Early ISD network users are prohibited from creating, intentionally obtaining, or distributing any material that is copyrighted or protected by trade secret. Plagiarism will not be tolerated. Installation of unlicensed software will not be permitted under any circumstance.
- Any attempt to write, produce, generate, copy, distribute, propagate or introduce any computer code designed to self-replicate, damage, change or otherwise hinder the performance of any Early ISD technological device/software is prohibited.
- Deleting, moving or modifying electronic data without permission from the owner of the data is vandalism and is prohibited.
- It is unlawful for any school district employee to use any portion of the Early ISD Electronic Communications & Data Management system to produce or distribute political advertising in connection with an election. This section does not apply to a communication that includes unbiased, factual information, as long as the communication does not advocate a specific outcome.
- Misrepresentation of identity and/or fraud is prohibited. Actions include but are not limited to: forgery of E-mail messages, forgery of text or instant messages, and falsification of identity/profile on the Internet.
- Early ISD network users are prohibited from creating, intentionally obtaining, or distributing electronic data that contains pornography, threats, harassment, slander, or information to assist in technology theft or misuse.

Netiquette and Responsible Use Policies:

- Use of the Early ISD Electronic Communications & Data Management system should be in support of and consistent with the educational objectives of Early ISD. Employees may utilize network/Internet and E-mail services for personal reasons provided that it imposes no tangible cost to Early ISD, does not unduly burden the Early ISD network, and has no adverse effect on an employee's job performance or students' achievement.
- Internet access is filtered and monitored. Any attempt to circumvent the Internet filter is prohibited. If access to a filtered/blocked web site is needed, an employee may submit a request to the EISD Technology Department. Students are not allowed to submit filter access requests.
- It is vital that all student use of technology resources is vigilantly monitored by the supervising staff member, regardless of Internet filter settings. A filter database is not a replacement for a discerning educator.
- Students shall receive education, according to campus policy, regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.
- All employees are expected to scan the media for viruses and check for appropriate content before using it on school equipment. Early ISD is in no way liable for the support, damage or loss of personal technological devices.
- Employees may install legally obtained files/software only after consulting the Early ISD Technology Department, and with the understanding that, should an issue arise due to installation, the computer will be reimaged and data loss may occur. Early ISD is in no way liable for the support, damage or loss of personal software.
- Employees may not use any portion of the Early ISD Electronic Communications & Data Management system to promote a personal business and/or for personal gain.
- Employees will be held responsible for how they represent themselves, the school, and the District on the Internet. Early ISD employees should be polite and use appropriate language in all digital communications (E-mail, online postings, text messages, etc.) and employee activities on social network and virtual learning environments (such as Facebook, Twitter, etc.) should not reflect negatively upon teachers, staff, students, or the District.
- Any digital communication, posting and/or activity that causes a substantial disruption to the educational environment, including those occurring off school property, is prohibited.

Possible Consequences for Inappropriate Use:

- Suspension of access to the system and/or revocation of the computer system account
- Official reprimand
- Termination of employment
- Other disciplinary or legal action, in accordance with Early Independent School District policies and applicable laws

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Technology Responsible Use Policy (RUP) 2018-2019
Responsible Use of Technology Agreement for Employees**

All Employees of Early ISD and of Heartland Special Education Cooperative are required to sign and return this page before Early ISD network or E-mail access is permitted.

EMPLOYEE NAME (PLEASE PRINT CLEARLY)

LAST NAME

FIRST NAME

MIDDLE INITIAL

Responsible Use of Technology Agreement for Employees:

I have read, understand and agree to comply with the netiquette and responsible use guidelines outlined in the Early ISD Technology Responsible Use Policy (RUP). I have read and am familiar with all aspects of the Early ISD Student RUP and will support students in the responsible and ethical use of technology.

EMPLOYEE SIGNATURE

DATE