

# **Electronic Communication and Data Management**

## **Local Policy**

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

### **Availability of Access**

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

### **Acceptable Use**

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of District and with law and policy governing copyright. [See EFE]

Access to the District's electronic communications system 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. Non-compliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

### **Monitored Use**

Electronic mail transmissions and other use of the electronic communications system by students and employees are not private and may be monitored at any time by designated District staff to ensure appropriate use.

## **Intellectual Property Rights**

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

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the District.

## **Disclaimer of Liability**

The District shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions of other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

The Superintendent or designee will oversee the District's electronic communications system.

The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

## **Consent Requirements**

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

No original work created by any District student or employee will be posted on a web page under the District's control unless the District has received written consent from the student (and the student's parent) or employee who created the work. [See CQ (EXHIBIT) and policies at FL]

## **System Access**

Access to the District's electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the immediate supervisor, District employees will be granted access to the District's system.
2. Students in grades 6-12 may be granted access to the District's system by their teachers, as appropriate. Students in grades 6-12 will be assigned individual accounts.

3. The District will require that all passwords be changed every 60 days.
4. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District system.

### **Technology Coordinator Responsibilities**

The technology coordinator for the District's electronic communications system (or campus designee) will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
7. Set limits for data storage within the District's system, as needed.

### **Individual User Responsibilities/On-Line Conduct**

The following standards will apply to all users of the District's electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.

3. Students may not distribute personal information about themselves or others by means of the electronic communication system.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
6. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may noncommercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
7. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
8. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
10. System users may not waste District resources related to the electronic communications systems.
11. System users may not gain unauthorized access to resources or information.

### **Vandalism Prohibited**

Any malicious attempt to harm or destroy District equipment or data or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity 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, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

## **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, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

## **Information Content/Third-Party Supplied Information**

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See DH]

## **Participation in Chat Rooms and Newsgroups**

Students are prohibited from participating in any chat room or newsgroup accessed on the Internet. Such participation is permissible for employees, in accordance with District policies.

## **Development of Web Pages**

Individual students are prohibited from establishing web pages on the District's web page. Student organizations may establish web pages on the District system with written permission from the sponsor and campus principal. District employees may establish web pages for district purposes on the District system. A written consent from is required before an original work of a student or employee may be published on the District's web page. The consent of the student's parent is also required. Written permission from a student's parent is required before a photograph or other personally identifiable information of a student may be posted on a web page under the District's control. The District may use computer products created by an employee even if that employee leaves the District.

## **Network Etiquette**

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

## **Termination/Revocation of System User Account**

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

## **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system 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 system 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 system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the Districts.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Eustace Independent School District  
Information Network (INTERNET) Use Agreement

District Employee

I have read and will abide by the Information Network (INTERNET) Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. In consideration for having access to the public networks, I hereby release the district, its operators, and any institutions with which they are affiliated 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 damage identified in the district's policy and administrative regulations.

Teacher' Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_



This space reserved for system administrator:

Assigned User Name: \_\_\_\_\_

Assigned Password: \_\_\_\_\_

## EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

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 take reasonable steps 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.

---

### **RULES FOR APPROPRIATE USE**

- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- 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.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

### **INAPPROPRIATE USES**

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.



# Eustace ISD

*PO Box 188 ☺ 316 S FM 316*

*Eustace, TX 75124*

*Phone 903-425-5151 ☺ Fax 903-425-5292*

## **Release Form for the Electronic Display Of Employee's Personal Information**

I, \_\_\_\_\_, give my permission for certain personally identifiable information about or a photograph of myself, \_\_\_\_\_, to be electronically displayed and produced by the District. The information or photo to be displayed is:

---

---

The information will be published at: **<http://www.eustace.esc7.net>**

Signature of Employee \_\_\_\_\_

Home address: \_\_\_\_\_

Date: \_\_\_\_\_ Home phone number: \_\_\_\_\_