

ACCEPTABLE USE OF COMPUTERS AGREEMENT – FOR STAFF

Please read this document carefully. This Acceptable Use of Computers Agreement (“the “Agreement””) confirms the responsibilities associated with the use of electronic resources at Hereford Independent School District (“HISD”). When signed by you (“User” or “HISD Staff”), it becomes an acknowledgment that you have been notified of the privileges and responsibilities related to electronic information resources use at HISD. HISD must have User’s initials where indicated and User’s signature before HISD can provide you with an access account. *Please be aware that HISD retains the right to withdraw account privileges at any time. Be aware that the Network can and will be monitored at all times. Additionally, all electronic information resources that are accessed through HISD may be monitored. By using HISD technology, including but not limited to e-mail and Internet access, you consent to the monitoring of your use of its electronic information resources and acknowledge that you have no expectation of privacy in your use of them.*

HISD computer network provides access to the Internet. The availability of computers, access to the Internet and other technologies will increase the learning opportunities for all staff. To have access to the HISD, Local Area Network (“LAN”) resources and the Internet, users must first read and sign an agreement called the “Acceptable Use of Computers and Networks Agreement”.

Definition of Internet

The Internet is an electronic information and communication “highway” connecting millions of computers all over the world and millions of individual people. HISD staff has access to some or all of the following:

1. Electronic mail – E-MAIL
2. Electronic Gradebook
3. File Storage Locker(s)
4. Student Information System
5. Learning Management Systems (“LMS”)
6. Website, Wiki’s, and Blog hosting spaces

While access to e-mail and the Internet will enable staff to explore a wealth of resources throughout the world, warning should be issued that some material accessible on the Internet may contain items that are inappropriate or inaccurate. Our intent is to provide Internet access to help further educational goals and objectives. However, in this process, users may find ways to access other materials as well. Safeguards are in place to help filter out inappropriate materials, but they are not foolproof. We strongly believe that the benefits of access to the Internet, in the form of resources and opportunities for collaboration, exceed any disadvantages. Access to network services can only be given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Within reason, freedom of speech and access to information will be honored. Because there is not an absolute way to prevent access to information that is clearly inappropriate for staff, it has been necessary

to develop policies, which establish the responsibilities that come with this technology.

Worldwide Web Publishing

An integral part of the educational experiences gained from use of the electronic network is the creation of a site to which the worldwide Internet community can publish information for access.

- With the student's Parent/Guardian(s)' permission, pictures may be posted on the HISD web site that allows the person to be identified individually by name.
- Prior to publication of any material to the HISD web site, the appropriate administrator must review the activity.

Netiquette

All Users of the Hereford Independent School District's computers and networks are responsible for their computer and network actions and are expected to abide by the generally accepted rules of network etiquette called "Netiquette". There are informal rules of behavior for the use of and communication on the Internet. Failure to follow these rules can result in criticism by others on the Internet or even restricted access to some resources on the Internet. Some tips for "Netiquette" include the following:

- Be polite and courteous. Messages should be positive in nature. Make sure that your communications are clear and easily understood or hurt feelings or confusion may occur. Humor and sarcasm may be misunderstood.
- Use appropriate language. Do not swear or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive, disrespectful, or discriminatory language. Avoid harsh or insulting messages.
- Maintain your personal information. Do not reveal your personal address or telephone numbers. Do not share passwords, addresses, or full names. This is personal information and is not safe to share with others over the Internet.
- Be responsible online. Avoid using the computer to harm other people (spreading rumors or infecting computers with viruses) or for illegal activities.
- Cite references that you use. To avoid plagiarism, cite references for any information that you directly quote or paraphrase. Assume that all communications and information that is accessible via the network is private property.
- Make messages clear and concise. Keep paragraphs and messages short and to the point. Make sure that you check your grammar and spelling. Use a font and text style that is easy to read.
- Sign your messages. Include your signature at the bottom of e-mail messages. You should include your name, position, and Internet address. However, be careful sharing this information with unknown users. It is inappropriate to pretend to be someone else when sending/receiving messages.

Acceptable Uses of Technology

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for the Users. The Users are responsible for their actions and decisions regarding the appropriate use of technology and information gained through this technology. Users are expected to follow the “Netiquette” and copyright guidelines that are outlined above. All Users acknowledge that the inappropriate use of their computer, LAN, or the Internet, may violate HISD Agreement, in addition to state and federal laws. In addition, HISD staff shall follow the acceptable use guidelines below:

- Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to access or use their account. This includes logging out. Under no circumstances should you provide your password to another person.
- Users shall immediately notify the system administrator if they believe they have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.
- Users shall notify a HISD administrator immediately, if by accident, they have encountered materials that violate appropriate use.
- Users shall not erase, change, rename, or make unusable anyone else’s computer hardware, computer files, programs.
- Users shall not let other persons use his/her name, log on, password, or files for any reason.
- Users shall not use or try to discover another user’s password or in any way access another person’s e-mail or other files.
- Users shall not use Hereford school computers or networks for any non-instructional or non-administrative purpose (e.g., games, video/audio streaming) or activities for personal profit.
- Users shall not use a computer for unlawful purpose, such as the illegal copying or installation of software.
- Users shall not copy, change, or transfer any software or documentation provided by Hereford schools, teachers, or another student without written permission from the creator of the document.
- Users shall not write, produce, copy, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software (e.g., bug, virus).
- Users shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The User shall not deliberately access or create any obscene or objectionable information, language, or images.
- Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system software.
- Use of personal computing equipment connecting to the HISD network is prohibited.
- Removal of HISD computing equipment (except designated laptop computers which have been assigned to approved users) from HISD premises is prohibited.

- Vandalism – Users shall not tamper with computers, networks, printers, or other equipment. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, any computer peripheral or device, any computer accessory (such as mouse pads, laptop cases, etc), the Internet, or any of the other networks that are connected to the HISD network.
- Illegal Activity – Users shall not use HISD computers, LAN, or the Internet for any illegal activity including (but not limited to) soliciting or arranging a drug sale or purchase of alcohol, or other illegal conduct, engaging in criminal gang activity, threatening the safety of any person or property, including HISD property, or engaging in patent or copyright infringement violations. Users may not download or install any commercial software, shareware, or freeware onto any HISD computer, network drive or disk, nor copy other user’s work or intrude into other user’s files. You may not post music or video/audio files for download that result in mass downloads. You may not download or access music or video/audio files on music swap or share sites (example: LimeWire, Bearshare, etc).
- Financial Gain – Users shall not use the HISD computers, LAN, or the Internet for financial or commercial gain including (but not limited to) income-generating activities, product advertisement, junk mail, and chain letters.
- Privacy – network storage may be treated like school lockers. Network administrators may review content of personal directories for prohibited files and may review communication to maintain system integrity and insure Users are using the system responsibly. **All Users should be aware that HISD computers, LAN, and Internet usage can and will be monitored and that no expectation of privacy is present. All other uses of electronic information resources that are accessed via HISD property, including, but not limited to the LAN, may be monitored.**

Resource Limits

- Storage capacity – Users are expected to remain within the allocated disk space and delete unneeded files and e-mail messages that take up excessive storage space.
- E-mail – Users shall not post chain letters or engage in “spamming”. Spamming is sending annoying or unnecessary messages to large numbers of people or to mailing lists. Users shall not send e-mails that may be considered offensive or personal in nature. Users shall check their e-mail daily and delete unneeded files.
- Forgery or impersonation – Adding, removing or modifying identifying network information is prohibited. The use of anonymous remailers or nicknames does not constitute impersonation. Using deliberately misleading headers (“munging” headers) in news postings in order to avoid spam email address collectors is allowed. HISD will take reasonable and feasible counter measures to filter out spam. HISD employees may set anti-spam filters with your mail program – if available.
- File downloads – Users shall only download files that are necessary for the educational instruction for HISD (e.g., electronic documents, pictures, audio, video, etc.). No User shall download any program or executable file.

- Printing resources – HISD laser and color printing resources shall be used for single copy printing. Printing of nonacademic work is prohibited.
- Bandwidth – due to the limited amount of bandwidth available to the District, Users may not access online streaming audio and video websites unless the site is being used in an educational setting. Streaming audio is an Internet resource that is most often associated with programs such as **Real Player, United Streaming, Windows Media Player, Quicktime, iTunes or Winamp**, which allow individuals to **play a radio station** over the Internet on their computer. This is a resource in which we can see great educational value when used for learning, but can also be an enormous burden on network resources if overly used for entertainment purposes.
- The User of the Internet and technology must be a user in good standing
- **Be prepared** to be held accountable for your actions if the Acceptable Use of Computers Agreement is violated

Consequences

Violating this Acceptable Use of Computers Agreement could include denial, revocation, or suspension of access privileges; and any other disciplinary action defined in the HISD policies and/or regulations. The final decision-maker in the interpretation of a violation will be the Superintendent.

**Hereford Independent School District
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EMPLOYEE CONSENT FORM

Acceptable Use of Computers and Networks Agreement

I have read the Hereford Independent School District’s Acceptable Use of Computers Agreement and I agree to follow all District guidelines.

I understand a hard copy of this Agreement is available upon request by contacting the Director of Technology at (806) 363-7600.

Employee’s Printed Name

Employee’s Signature

Campus

Date

Principal’s/Supervisor’s Signature

Date