

ENNIS I.S.D.

Acceptable Use Policy Acknowledgment Form

Employee Name *(please print)*: _____

Campus: _____

Grade Level: _____

CONSEQUENCES FOR VIOLATION OF THIS ACCEPTABLE USE POLICY:

I have read, understand, and will abide by the Ennis Independent School District Acceptable Use Policy. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

Date: _____

Staff Signature: _____

Ennis I.S.D.

Employee Acceptable Use Policy

District Employees: Please read this AUP in full and sign and return the AUP Acknowledgment form to your building principal or supervisor.

We live in a changing world, where we have more and faster access to information than ever before. Staff and students now can be both consumers and producers of information, and Ennis ISD strives to be a 21st Century district taking advantage of the many new technologies and new methods of communication now available to everyone.

The District provides an array of technology resources for staff and student use. With access to these new technologies, users will have opportunities to learn and create like never before, but with those opportunities do come new responsibilities.

This agreement outlines appropriate use and prohibited activities when using technology resources. Every user is expected to follow all guidelines stated below, as well as those given orally by administration, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, users acknowledge the following rules and conditions:

As a district employee, I understand that my school network and email accounts are owned by the district and are not private. Ennis ISD has the right to access my information at any time. This includes, but is not limited to, email transmission, online history, and computer files.

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Texas, and the policies of the Ennis I.S.D. School Board. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).
2. Libel Laws - Publicly defaming people through the published material on the internet, email, etc...
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

NETIQUETTE and RESPONSIBLE USE:

1. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others. I will report any suspected breach of security to the Technology Department.
2. I will be polite and use appropriate language in my email messages, virtual learning environments, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators.

3. I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
4. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
5. I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of EISD computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify my supervisor/building principal immediately if by accident I encounter materials which violate appropriate use.
6. I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users.
7. I will guide and actively monitor students on the appropriate use of Internet and Instructional software on the Network.
8. I will refrain from attempting to bypass, or circumvent, security settings or Internet filters, or interfere with the operation of the network by installing illegal or personal hardware, software, or web-based services not approved by the District Technology Department.
9. I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
10. I understand that I am responsible for reasonable daily care of the equipment made available by the district. A list of responsibilities for computer equipment care is maintained in the Student and Faculty Handbooks.
11. I will keep my home directories (i.e. H:Drive and/or other personal directories), email, voicemail, etc. cleaned of items I no longer need.
12. I understand that work created using district equipment remains the property of Ennis I.S.D.
13. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
14. I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories and other resources that are designated for my use or for the purpose designated by the district.
15. I will follow all guidelines set forth by the district when publishing work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
16. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
17. I understand that district administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
18. I agree to abide by all Internet safety guidelines that are provided by the district and to complete all assignments related to Internet safety.
19. I agree to be conscientious of announced software/hardware updates and will notify proper personnel of any problems with updates.
20. I am aware that only legally obtained, district licensed media may be used in the classroom as part of a regular instructional activity. I will not install any personal computer programs on school computers.
21. I will adhere to the following guidelines for recordings of television broadcasts used for educational purposes:
 - Media must be viewed within 10 school days of original recording and may only be replayed 1 time for remedial purposes.
 - Media may be kept for 35 more days but only viewed to determine whether to request permission for future use.

- Media must be erased, destroyed, or deleted after 45 days if written permission to keep the material has not been given.
22. I agree to limit personal use of electronic communication devices during school hours in order to not disrupt the learning process.
 23. I will preview any and all online resources before including in lesson plans for appropriate classroom content.
 24. I agree to follow the guidelines regarding publishing student images and/or work on the internet as stated below.

Publishing Student Images and Work on the Internet:

Ennis I.S.D. is committed to protecting the privacy and safety of all students. There are times when teachers and administrators feel it is appropriate to recognize students and their work in a public forum. Examples of such recognition include publishing a team roster on a school’s web page, exhibiting student work on the web, publishing multimedia presentations (i.e. videos, podcasts, power points, etc.) and inviting local media to report on school events. Ennis I.S.D. takes every precaution to ensure that such disclosure is limited to appropriate school related events and handled in a responsible and ethical manner.

- I will not identify students by full name when publishing online material.
- I will only publish student images and work based on the permissions specifically granted by parents as seen in this table (included in Student/Parent AUP):

I grant permission for my child’s name to be disclosed.
I grant permission for my child’s photo or videotaped image to be disclosed.
I grant permission for a recording of my child’s voice to be disclosed.
I grant permission for copies of my child’s work to be disclosed.
I grant permission for my child to participate in live, educationally appropriate video/audio interaction.

Please refer to the “Parent Permissions” section of the Pupil Registration Information Form.

Disclaimers

EISD cannot guarantee that computers or networks will be error free or that services will go uninterrupted. Therefore, the District shall not be liable for any direct or indirect, incidental, or consequential damages, including but not limited to, lost data or information sustained or incurred in connection with the use, operation, or inability to use the system. The District will not be responsible for any financial obligations that occur through the unauthorized use of the system.

All of the above policies and rules for acceptable use are intended to make maximum use of equipment and materials while allowing for a minimum of technical and mechanical administration. If there is any question concerning any of these policies or rules, please contact the EISD Superintendent of Schools, the Campus Principal, or the EISD Director of Technology.

Appendix A – Unlawful Online Conduct and Applicable Federal Laws

The chart below details the type of unlawful online conduct, potentially applicable federal laws, and the section of the Department of Justice with subject-matter expertise. If the subject matter expert is not a section of the Department, but rather another agency, the entry will have an asterisk following its initials. In many cases, prosecutors may also consider whether the conduct at issue is a violation of [18 U.S.C. § 2](#) (aiding and abetting) or [18 U.S.C. § 371](#) (conspiracy).

Unlawful Conduct	Applicable Federal Law	DOJ Section
Denial of Service Attacks	18 U.S.C. § 1030 (a)(5)(A) (transmission of program, information, code, or command, resulting in damage)	CCIPS
	18 U.S.C. § 1362 (interfering with government communication systems)	CCIPS
Use of Misleading Domain Name	18 U.S.C. § 2252B (using misleading domain name with intent to deceive a person into viewing obscene material or with intent to deceive a minor into viewing harmful material)	CEOS
Password Fraud	18 U.S.C. § 1030 (a)(6) (trafficking in computer passwords)	CCIPS
	18 U.S.C. § 1029 (access device fraud)	Fraud/CCIPS
	18 U.S.C. § 1343 (wire fraud)	Fraud
Obscenity	47 U.S.C. § 223(a)(1)(A) (using telecommunications device to make, create, or solicit, and transmit any obscene comment, request, suggestion, proposal, image, or other communication)	CEOS
	18 U.S.C. § 1465 (using interactive computer service for purpose of sale or distribution of obscene material)	CEOS
Piracy and Intellectual Property Theft	17 U.S.C. §§ 1201-1205 (Digital Millennium Copyright Act)	CCIPS
	17 U.S.C. § 506 and 18 U.S.C. § 2319 (criminal copyright infringement)	CCIPS
	18 U.S.C. § 2319A (trafficking in recordings of live musical performances)	CCIPS
Electronic Threats	18 U.S.C. § 875 (transmitting communications containing threats of kidnap or bodily injury) (Hobbs Act)	CTS
	18 U.S.C. § 1951 (interfering with commerce by robbery, extortion, threats or violence) (Hobbs Act)	DSS
	47 U.S.C. § 223 (a)(1)(C) (anonymously using telecommunications device to threaten person who receives communication)	CCIPS
Electronic Harassment	47 U.S.C. § 223 (a)(1)(C) (anonymously using telecommunications device to harass person who receives communication)	CCIPS
	47 U.S.C. § 223 (a)(1)(E) (repeatedly initiates communication with a telecommunication device solely to harass person who receives communication)	CCIPS
Interception of Electronic Communications	18 U.S.C. § 2511 (intercepting electronic communications)	CCIPS
	18 U.S.C. § 2701 (accessing stored communications)	CCIPS
	18 U.S.C. § 1030 (a)(2) (accessing a computer and obtaining information)	CCIPS
Cyberstalking	18 U.S.C. § 2261A (using any facility of interstate or foreign commerce to engage in a course of conduct that places person	DSS

	in reasonable fear of death or serious bodily injury to person, person's spouse or immediate family) See also Electronic Harassment	
Hate Crimes	Look to civil rights laws and penalty enhancements	Civil Rights
Libel/Slander	Look to civil laws	
Posting Personal Information on a Website (e.g., phone numbers, addresses)	This is not a violation of law. May also be protected speech under First Amendment.	
Invasion of Privacy	See Interception of Electronic Communications//	
Disclosure of Private Information	18 U.S.C. § 2511 (1)(c) (disclosing intercepted communications)	CCIPS
Spam	18 U.S.C. § 1037 (CAN-SPAM Act)	CCIPS
Spoofing Email Address	18 U.S.C. § 1037 (CAN-SPAM Act)	CCIPS

**Internet Safety Policy
For Ennis Independent School District**

Introduction

It is the policy of Ennis I.S.D. to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Ennis I.S.D.’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called

'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of Ennis I.S.D. staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

The Technology Director or designated representatives will provide age appropriate training for students who use the Ennis I.S.D. Internet facilities. The training provided will be designed to promote Ennis I.S.D.'s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Ennis I.S.D.'s Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code