



**TECHNOLOGY ACCEPTABLE USE AGREEMENT**  
**Employee**  
**June 2014 Until Amended**

Athens Independent School District (AISD) is committed to providing students and educators the knowledge and skills necessary for success in a technology-driven society. The effective use of technology within the district is critical to the academic success of all students. Providing educators with the tools to develop teaching strategies that engage and empower students is important. Access to the District's electronic communications systems 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.

- If you choose to bring your own technology device to an AISD campus you may be provided wireless connectivity. AISD offers no guarantee that any use of the wireless connection is in any way secure, or that any privacy can be protected when using wireless connection. Use of the AISD wireless network is entirely at the risk of the user and Athens ISD is not responsible for any loss of any information that may arise from the use of the connection, or for any loss, injury, or damage resulting from the use of the wireless connection. AISD is in no way liable for the loss or damage of your personal device while at school. AISD will not be responsible for maintenance of your personal machine. All users of the AISD network are bound by the district's Acceptable Use Policy.

Access to the District technology resources, meaning electronic communications and electronic device systems and equipment, is a privilege, not a right. The use of any part of the AISD technology resources and network must be in support of educational and/or research activities consistent with the educational objectives of AISD. The District reserves the right to monitor all activity on the electronic communications network

Technology protection measures are in place as required by the Children's Internet Protection Act. It is the responsibility of all District faculty and staff to supervise and monitor usage of the online electronic device network and access to the Internet. Technology protection measures will not be modified without the permission of the Superintendent and/or Technology Coordinator or designated representatives. Requests to modify filter setting will be made in writing with no guarantee of change.

You must comply with the District's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of students and district records and campaign laws. You must maintain the confidentiality of health or personnel information concerning District employees and colleagues. You are responsible for your username and password.

Inappropriate use includes, but is not limited to:

- Using a device with a username other than your own.
- Not protecting your user name and password in a manner that allows others access to the AISD network.
- Using District electronic communications system for any illegal purpose or for promoting a personal business or cause.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Using District equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using speech that is inappropriate in an educational setting or violates District rules.
- Wasting District resources through improper use of the electronic communications system such as downloading, storing, distributing, or executing files not specifically related to job function.
- Displaying, accessing, or sending offensive messages or pictures.
- Encrypting communications to avoid security review.
- Accessing or posting to social networking sites is prohibited during the official work day, and is limited to campus and District administrators.
- Copying District software to personal equipment without prior approval.
- Downloading or using copyrighted information without written permission from the copyright owner is prohibited, except when duplication and distribution of materials would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Attempting to gain unauthorized access to any District system or technology resource.

- Browsing or accessing another user's account.
- Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send or receive electronic mail
- Vandalizing, damaging, or disabling the system by physical means or by introducing any electronic device code designed to hinder the performance of the system.
- Unauthorized attempt to logon to the Internet or other District resource with administrative privileges is prohibited.
- Unauthorized attempt to logon to a server to perform system administrator tasks is prohibited.

#### Electronic Media: AISD School Board Policy DH (Local)

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

#### Electronic Media Use With Students: AISD School Board Policy DH (Local)

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

Exceptions for family and social relationships;

The circumstances under which an employee may use text messaging to communicate with students; and

Other matters deemed appropriate by the Superintendent or designee.

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media.

#### Electronic Media Personal Use: AISD School Board Policy DH (Local)

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media

violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. DH (Local)

## Email

Email transmissions shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational, administrative, or limited personal use. All electronic mail is property of Athens ISD and is subject to open records requests pursuant to the Texas Public Information Act. The District has the right to deny the privilege of using email to any user who is in violation of any guideline outlined above.

## System Security

District employees are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. District employees should not provide their passwords to others unless approved by District or Technology Administrators. District employees will not attempt to access or bypass Web sites blocked by District policy, including the use of proxy services, software, or Web sites. District employees will not use sniffing or remote access technologies to monitor the network, to access other users' electronic devices, or to monitor the activities of others. District technology staff may use such technologies as applicable in completing the requirements of their job.

## Software and Files

Software is available to District employees to be used as an educational or administrative resource. A District employee's account may be limited or revoked if they intentionally misuse software on any District-owned equipment. District employees will not download or use any peer-to-peer (PTP) software.

Files stored on District network servers are subject to access through routine maintenance and monitoring of the AISD electronic network, and may lead to discovery that a District employee has violated District policy or the law. District employees should not expect that files stored on District servers or electronic devices are private.

## Web Site Creation

School related web pages will be created and maintained through the District website, *www.athensisd.net*. All web pages shall be school-related and will comply with federal copyright laws. Materials such as graphics, text, sound, etc. that is the ownership of someone other than the student or District employee may not be used on Web sites unless formal permission has been obtained and so noted on the page.

## Violations of this Acceptable Use Policy - District Employees

Consequences to violations of this policy will be handled in accordance with District disciplinary procedures and may result in any or all of the following at the Superintendent or designee's discretion:

- Written documentation.
- Immediate revocation of access to District electronic communication system with or without prior notice.
- Loss of privilege to use electronic device/equipment until conference held with Supervisor or designee.
- Termination of employment.
- Civil or criminal liability, including restitution, as appropriate.
- Law enforcement will be notified according to District policy and/or state law.

### Disclaimer

The District's system is provided on an "as is, as available" basis. The District makes no guarantee that the functions or the services provided by or through the District network will be error-free or without defect. The District will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the network or retrieved via the Internet or similar networks. The District will not be responsible for financial obligations arising through the unauthorized use of the network. AISD will cooperate fully with local, state, and federal officials in any investigation concerning or related to misuse of the District's electronic communication system. AISD reserves the right to change its policies and rules at any time.

I have received and read the AISD electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and 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 damages identified in the District's policy and administrative regulations.

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Print Name

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Date

School/Location

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Signature

Note: Please sign, date and forward to your campus office.