

TROY INDEPENDENT SCHOOL DISTRICT
Employee Acceptable Use Agreement

Troy ISD recognizes the value of the Internet, as well as its inherent dangers. In accordance with the Children's Internet Protection Act (CIPA), the school district has instituted policies and procedures to facilitate student safety while on-line. Troy ISD offers computer access for staff use. This document contains the Acceptable Use regulations for your use of the Troy Independent School District Computer System.

A. Educational Purpose

- The Troy ISD computer system has been established for an educational purpose. This includes classroom activities, career development, and research.
- The Troy ISD computer system has not been established as a public access service or a public forum. Troy ISD has the right to place reasonable restrictions on the material being accessed. You are also expected to follow the rules set forth in the Employee Handbook, board policy and the law in your use of Troy ISD's computer system.
- You may not use the Troy ISD system for commercial purposes. This means you may not offer, provide or purchase products or services through the Troy ISD system.
- You may not use the Troy ISD system for political lobbying.
- You may not post personal information about you or someone else (such as addresses and phone numbers).

B. Student Internet Access

- District staff will strictly supervise students distributing personal information about themselves or others by means of the electronic communications systems.

C. Unacceptable Uses

1. Illegal Activities

- You may not attempt to gain unauthorized access to the Troy ISD system or to any other computer system through the District or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- You may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code or virus designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer.
- You may not use the Troy ISD system to engage in any other illegal act, such as arranging for a drug sale, the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

2. System Security

- Users will immediately notify an administrator or the technology department if they identify a possible security problem.
- Acceptance of access to all District Technology requires reporting any misuse of Network & Internet access to campus principal or technology department. Misuse constitutes violation of this agreement or any other incidents with malicious intent.
- User-IDs and passwords must not be shared with associates, friends, family members, students or others.
- Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks. Any attempts to harm or destroy the information or data of another user's logins or passwords is prohibited.. Users shall not communicate using a false identity.

3. Unauthorized Equipment Installation

- Personal or other purchased equipment not expressly authorized by the Technology Department or designee will not be installed on the Network. Prohibited equipment is defined as any network attached items such as, not limited to: hubs, switches, routers, wireless access points, splitters, network printers, and personal PCs or laptops. Additions of any type of these items are prohibited. Persons who introduce these devices on the Network will be subject to denial of access, and disciplinary actions.

4. Personal Electronic Communications Devices in the Workplace

- Troy ISD is committed to high standards in the workplace requiring the focus of all employees on contributing positively to the education of students. To maintain these high standards, employees may not use personal electronic communications devices (laptops, cellular phones, iPads, cellular broadband, etc...) that interfere with his/her performance of job responsibilities. Except in emergencies, staff members should only use personal electronic communications devices during planning periods and other off-duty times during the instructional day.

5. Email and Chatting

- Personal e-mail accounts are not supported through the Troy ISD system.
- Troy ISD email addresses may not be used with personal applications. This includes but is not limited to applications from iTunes, social media, ect..
- You are not allowed to participate in any kind of chat room. (Unless approved by campus administration).
- You are not allowed to encrypt communications to avoid security review.
- Troy ISD staff may arrange for email, electronic communications, and electronic storage accounts for students from an outside vendor on a limited basis for instructional purposes only. As the district provides these accounts, they are considered to be district accounts, not personal accounts, and therefore governed by applicable district agreement. All communications and data accessible from these accounts are not considered to be private and shall be monitored by district staff. These accounts shall be secured so that they are not able to send or receive communications or data other than from accounts belonging to the class/group for which these were provided.
- You may not send mass e-mails (All Staff) to district users or outside parties for school or non-school purposes without the permission of the system administrator [or other designated administrator].
- Troy ISD uses G Suite for Education for email, document storage, and more. G-Suite also includes Google Drive for file storage. All staff must store all work related documents in their Google Drive or Department Cloud folder, team drive.
- Privacy is not assured in e-mail, facsimiles, video mail, or voice mail messages, whether a password is used or not. Misuse of passwords or the unauthorized use of another employee's password will result in disciplinary action.
- All emails sent from Troy ISD computers and/or using a company email address are to reflect Troy ISD agreement. Profanity, ethnic slurs, name-calling, sexual harassment or antagonistic/unprofessional communication of any kind will not be tolerated.
- Employees should be aware that, whenever you send or receive an email message, some sort of record exists - despite efforts to delete such information. Again, all email messages sent or received through Troy ISD computers are subject to review by ownership or management.
- The District may access all employees' messages at any time. All email messages sent or received through Troy ISD computers are may be subject to review by ownership or management.
- You may not disclose the confidential contents of any record, report, or file to any person, except in the context of official work assignment. You may not transmit personal information about someone else using Troy ISD resources without proper authorization. The confidentiality of such material cannot be guaranteed. Privacy and confidentiality must be balanced with the need for Troy ISD to manage and maintain networks and systems against improper use and misconduct.

- E-mail messages are like paper documents: Ask yourself whether you would want anyone else knowing about the content, or whether a conversation would be more appropriate.
- Electronic/Voice mail usage must conform to the District's policies against harassment and discrimination. Messages containing defamatory, obscene, offensive, or harassing information, or messages that disclose personal information without authorization, are prohibited. If you receive such unsolicited messages, you are to delete them promptly and not forward them. Chain-type messages and executable graphics also should be deleted and not forwarded---they cause overload on our system. Anyone engaging in the transmission of inappropriate electronic messaging, as determined by the District, will be subject to discipline. For further information regarding the District's policy against sexual and other unlawful harassment, refer to the employee manual.
- When using e-mail, you should use "e-mail etiquette." For example, avoid the use of all capital letters, as this is considered to be shouting at someone electronically.
- If you create private mail groups, it is your responsibility to review them periodically so they remain current.
- The Technology Department will have responsibility for generating and maintaining public mail distribution lists.
- You should be mindful of District regulations regarding e-mail retention periods. It is your responsibility to archive any messages that you do not wish to be automatically deleted or that fall under the district's record retention policy.
- E-mail and Internet access should not be misused; misuse of electronic access (i.e., work time spent online, copying or downloading copyrighted materials, visiting inappropriate sites, online banking, day trading/stock trading, participating in online auctions) may result in disciplinary actions.
- Employees and vendors must not make arrangements for, or actually complete installation of voice or data lines with any carrier, if they have not first obtained approval from the Technology Department.
- The district employs a SPAM filtering solution to block unsolicited emails. No SPAM filter catches all SPAM.
- Do not open any email attachment unless:
 - You are certain of the sender's identity and It is an attachment you specifically requested the sender to mail to you or contacted the sender to verify they sent the attachment.
 - You are familiar with the file format and know that it cannot possibly contain any destructive programming.
 - Under no circumstances, open files with the extension .zip or .exe. These are usually viruses.
 - Be suspicious of any email that appears to be from a bank or credit company asking you to go on line to confirm personal account information -- no matter how authentic it looks. These counterfeit messages are employing a tactic known as phishing, and are designed to trick you into divulging credit card and Social Security numbers, user names, passwords, etc., in order to commit identity theft. Legitimate companies do not ask for this information via email. If you do receive an email that you find suspicious you may forward it to the Technology Department for review.

6. Password Procedures

- Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of Troy ISD's entire network. As such, all Troy ISD employees (including contractors and vendors with access to Troy ISD systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.
 - Passwords Changes:
 - Must be changed every 90 days
 - Passwords must meet complexity requirements:
 - 8 characters in length
 - Contain characters from three of the following four categories:
 - English uppercase letters (A through Z)
 - English lowercase letters (a through z)

- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example: !, \$, #, %)

7. Respecting Resource Limits

- You may use the system only for educational activities, career development activities and limited, high-quality, self-discovery activities.
- You may not waste school resources through improper use of the computer system.
- In order to protect and reserve bandwidth and other resources for educational use, staff may not:
 - Download any file
 - Stream Audio/Video files
- The use of personal devices such as PDA's (Palms, cell phones with web capability, etc.) and laptops (either wireless or Ethernet) or any device used to access Troy ISD's Network is prohibited unless special permission is granted from the Technology Department. Only after the device is deemed to be of minimal or NO security risk to the Troy ISD Network, will such permission be granted.
- You may not download or install software without permission from the Technology Department.
- On district-supplied computer hardware, you must not change the operating system configuration or install new software. If such changes are required, they will be performed by Technology Department.

7. Plagiarism and Copyright Infringement

- You may not plagiarize works you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- You must respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work protected by a copyright. If a work contains language which specifies appropriate use of the work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission. If you have questions about copyright laws, please ask the district librarian.
- Users shall not install, transfer, or make unauthorized copies of software or documentation without permission from Technology Department.
- Users shall not store or save any audio files unless the music is royalty free or self created on any server within the Troy ISD network.
- All users must use all software in accordance with license agreements and the District's software regulation. All users acknowledge that they do not own this software or its related documentation, and, that unless expressly authorized by the software publisher, may not make additional copies except for archival purposes.
- The District will not tolerate the use of any unauthorized copies of software or fonts in our school system. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. According to the U.S. Copyright Act, illegal reproduction of software is subject to civil damages of as much as U.S. \$100,000 per title infringed, and criminal penalties, including fines of as much as U.S. \$250,000 per title infringed, and imprisonment of up to five years. A District user, who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstances. Such discipline may include termination of employment. The District does not condone the illegal duplication of software and will not tolerate it.
- The Technology Department may conduct an audit of all District PCs and servers, including portables, to ensure that the District is in compliance with all software licenses.

8. Inappropriate Access to Material

- You may not use the Troy ISD system to post messages or access material, which is abusive, obscene, sexually oriented, threatening, advocate violence or discrimination towards other people, harassing, damaging to another's reputation, or advocate any other illegal acts.

- If you mistakenly access inappropriate information, you should immediately tell your supervisor or the technology department. This will protect you against a claim you intentionally violated these regulations.
- You must not disable or attempt to disable any Internet filtering device.

D. Your Rights

1. Free Speech

- Your right to free speech, as set forth in board policy, applies also to your communication on the Internet. Troy ISD may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure

- System users will have no privacy expectations in the contents of their personal files on the Troy ISD computer system. This system belongs to the school district which has the right to access any portion of the system and any files contained in the system as authorized by the Superintendent or his designee.
- The District's technology may be monitored and no stated or implied guarantee is made regarding the privacy of files, data, electronic messages, etc. or any other aspect of the district technology.
- The District reserves the right to monitor user's information, activity, and file server disk space. The District reserves the right to establish limits without permission or knowledge of the user.
- Routine maintenance and monitoring of the system may lead to the discovery a user has or is violating the District Acceptable Use Agreement, board policy, or the law.
- If there is reasonable suspicions a user has violated the law or board policy, district officials have the right to search any and all files at any time. The nature of the investigation will be reasonable and in the context of the alleged violation.

3. Due Process

- The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Troy ISD system.

E. Limitation of Liability

- The District makes no guarantee the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data, or interruption of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

- You may feel that you can break a rule and not get caught. However, whenever you do something on a computer network, you leave little "electronic footprints" behind.
- You will be held responsible at all times for your use on the Troy Independent School District's computer network. The District may suspend or revoke your access if you violate the rules. Also, other disciplinary or legal action and applicable laws, may be administered. Please be responsible when using the Troy Independent School District's computer network.

G. Disclaimers

- Troy ISD cannot guarantee complete protection from inappropriate material; it is impossible for the District or content filter to reflect each individual opinions of "inappropriate material." If an employee mistakenly accesses inappropriate information, he/she should immediately notify their supervisor or district technology staff.
- Each authorized user to the District computers, networks, telecommunications, and Internet services is required to sign an acknowledgement form. As a condition of continued employment, employees, consultants, and contractors must annually sign an acceptable usage agreement. The acknowledgement form will be retained.

Troy Independent School District Agreement for Acceptable Use of Computers and Networks Agreement

I hereby acknowledge that I have received information related to the User Agreement for Acceptable Use of the Electronic Communications Systems and Information Resources (commonly known as "Acceptable Use Agreement") as required on Board Policy CQ Legal and CQ Local. I have read, understand, and agree with the Troy Independent School District (ISD) Agreement for Acceptable Use of Computers and Networks. By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Troy Independent School District (ISD) Agreement for Acceptable Use of Computers and Networks. I understand that to gain access to the Troy ISD computer network systems, I must return this form signed by me. I further understand that any violation of the Agreement for Acceptable Use of Computers and Networks is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

PRINTED Name _____

Signature _____

School _____

Date ____/____/____