

Little Cypress-Mauriceville C.I.S.D.

Employee Code of Responsible Computing and Use of the Electronic Communications System

Little Cypress-Mauriceville CISD (LCMCISD) 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.

The primary purpose of the District's Technology resources and electronic communication system is for educational purposes. The use of accounts must be in support of educational and/or research activities consistent with the educational objectives of LCMCISD. The District reserves the right to monitor all activity on the electronic communications network. The electronic communications system includes:

- All computer equipment owned by LCMCISD, whether connected to the network or operated independently of the network.
- All peripheral devices attached to network computers including monitors, mice, keyboards, printers, external storage devices, scanners, web cameras, interactive devices, video cameras, and digital cameras.
- All servers and network hardware on the LCMCISD network.
- All computer software installed (with Technology Department authorization) and/or subscriptions to licensed software on a LCMCISD network or stand-alone computer.
- All data, voice, video, security, instructional and other related technology equipment to support educational and administrative operations.

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 computer network and access to the Internet. Technology protection measures will not be modified without the permission of the Superintendent and/or Director of Technology or designated representatives. Requests to modify filter settings require submission of the District Filter Modification Form which can be found on the Technology Web site <http://lcmcisid.org/page/106848> 3

As LCMCISD employees, we are required to protect and respect:

Privacy:

- You are responsible for account credentials assigned to you. Create strong passwords which are not easy for others to guess and don't store or display passwords anywhere others may see them.
- Do not stay logged in to an unattended device. Logout or lock the resource so that it can not be accessed by others.
- Do not share your username or password with others or use anyone else's password for access to systems.
- Do not try to access, view, or use data or network resources for which you do not have permission through any means of connectivity.
- Do not use district Technology resources for any illegal purpose, for promoting a personal business, or cause.
- Do not encrypt communications on any devices to avoid security review.

Student Use of Technology Resources

- Supervise and monitor student use of technology resources both at school and in online environments which may be used from home. Do not allow students to use technology resources at school unless supervised by an adult.
- Ensure that student use of technology resources is for instructional or educational purposes and avoid unstructured use as a reward or time filler.
- Ensure students are educated about and know how to comply with the Responsible Use Policy for Students and the Internet Safety Plan.
- Report policy violations for students and employees to appropriate supervisors or administrators.

Integrity, Security, and Availability of all District Technology Resources

- Do not use district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, threatening, harassing, damaging to another's reputation, or illegal.
- Accessing or posting to social networking sites for non-instructional purposes is prohibited during the official work day and is limited to campus and District administrators.

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- Unauthorized download or installation of any software for use on district computers is prohibited. This includes freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instruction and administrative purposes of LCMCISD.
- 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).
- Use of any wired or wireless network (including third party internet service providers by broadband cards or such other devices) with unauthorized equipment brought from the outside or home, or any other device not owned by the District.
- Use technology resources, including district-issued accounts such as email, for purposes primarily related to your job duties in a way that does not disrupt the teaching, learning, or work of others. (Example: do not store personal music files, pictures, or software/games in your network folder or on district devices.)
- Do not intentionally modify computers or other equipment by attempting to install software, hacking, spreading viruses or malware, or making physical changes to or damaging technology equipment.
- You may connect one personal mobile device to the District's BYOT wireless network. However, do not connect other personally-owned equipment to district computers, other wireless networks, or the wired network without prior approval from the Technology Department.
- Immediately report problems or security violations, such as broken equipment, or inappropriate technology or password use, to a supervisor or administrator.
- Employees may take home certain mobile devices, such as laptops issued to them for professional use. If you chose to take a District device home, you must have network connectivity to enable the device to receive software updates. You must also have insurance, such as homeowner's or renter's insurance to cover the device if it were lost or stolen. You may be held financially responsible for the device if proven negligent.
- Use communications tools in a professional manner. This includes email, websites, blogs, discussion boards, wikis, chat/instant messaging, texting, websites, and virtual learning environments.
- Report threatening or inappropriate content you receive or access via district resources (website, text, chat, etc.) to a supervisor or administrator.

Sharing Student Information

- The Family Education Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student educational records. To comply with FERPA guidelines, LCMCISD requires employees to follow the procedures adopted. (See LCMCISD Board Policies).
- You may use a student's photo, name, work, and audio/video recordings in print and electronic publications ONLY if the student's parent/guardian has given explicit permission.
- Student's educational records are private. Use caution in determining whether it is appropriate to share.
- You may share information from a student's education record with another LCMCISD school official, but only if that teacher has legitimate educational interest in the information so that they can fulfill their professional responsibility.
- Do not share a student's educational record through online sharing resources such as OneDrive.

E-mail

- Email for District employees is provided.
- 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 LCMCISD 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 e-mail to any user who is in violation of any guideline outlined above.

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 on District or BYOT devices.
- The District reserves the right to restrict the use of streaming services to preserve bandwidth if necessary.
- Files stored on District network servers are subject to access through routine maintenance and monitoring of the LCMCISD electronic network and may lead to discovery that a student or district employee has violated District policy or the law. District employees should not expect that files stored on District servers or computers are private.

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Web Site Creation

- 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.
- District Website guidelines can be found at: http://lcmcisid.org/page/106857_3

BYOT (Bring Your Own Technology)

- Employees can bring their own devices provided they have received written permission from the campus Principal **and** Technology Director.
- Devices must also have current virus protection and you must agree to keep all system and software updates done on a regular basis.
- The District is not responsible for the personal devices owned by the student. The form for students to request the use of personal technology can be found at: <http://intranet.lcm.k12/techdocs/personaldevices.pdf>

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 the following at the Superintendent or designee's discretion):

- Immediate revocation of access to District electronic communication system with or without prior notice.
- Loss of privilege to use computer/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 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. LCMCISD reserves the right to change its policies and rules at any time.

I have received and read the LCMCISD 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.

Print Name: _____

Signature: _____

School/Department: _____

District Email address: _____

Home address: _____

City: _____ State: _____ Zip: _____

Date: _____ Home Phone Number: _____